

**Organization and
Functions Manual**

*Prepared by
Office of Planning and Evaluation
Planning and Management Systems Section
June 1982*



U.S. Department of Justice

Drug Enforcement Administration

Washington, D.C. 20537

JUL 08 1982

I have approved issuance of a revised Organization and Functions Manual which formalizes the reorganization of DEA.

In addition to providing the functions and organizational structure for Headquarters elements, the manual has been enlarged to include detailed field functional statements and organizational charts, as well as Headquarters office symbols. By combining previously separate publications, the manual should serve as the single authoritative reference on matters of organizational structure and functional responsibility. However, matters pertaining to the staffing of individual organizational elements will continue to be published in the Headquarters and Field Tables of Organization.

It should be noted that the designations used for organizational elements have been changed. Three Assistant Administrators will head divisions in the new organization; the remaining organizational hierarchy will consist of offices, sections, and units, respectively. The term "staff" will continue to be used at various levels for organizational elements. At this time, no organizational elements below the unit level are being established.

DEA field offices will consist of divisions with district and resident offices domestically, and country offices and resident offices overseas. The size of staff assigned to the latter two offices is the principal factor determining its designation. It should be noted that the term district office has been reserved for large field offices which are not co-located with the field division and have subordinate reporting elements such as task forces, resident offices or diversion groups. The ASACs of these district offices report directly to the SAC of the supervisory field division. Although resident offices in Tulsa, Oklahoma; Douglas, Arizona; Springfield, Illinois; and Midland, Texas will be closed, DEA's presence will remain in all other existing field offices.

Aside from the elimination of the regional management structure, many organizational elements in Headquarters have been either eliminated or consolidated with related elements. The most

significant changes in the Operations Division involve the establishment of the Drug Investigations Sections and the realignment of the Office of Intelligence along drug functional lines. The Drug Investigations Sections (Heroin, Cocaine, Cannabis, and Dangerous Drugs), together with the Office of Diversion Control, will serve as the focal point for most operations matters between Headquarters and the field and will be responsible for DEA's worldwide enforcement program. The Investigative Support Section will coordinate the specialized enforcement programs that support ongoing drug investigations. The Offices of Compliance and Regulatory Affairs and Foreign Operations, and the Enforcement Policy and Planning Division have been replaced by the Office of Diversion Control, and the International Programs and Management Staffs respectively. The responsibilities of the Office of Training remain essentially the same.

Within the Operational Support Division, the Office of Records Management has been established, under which the Investigative Records Section, Records Management Section, and the Freedom of Information Section will now report. The Office of Administration, formerly the Office of Administration and Management, will continue to perform its current functions but at an enhanced level as a result of direct reporting. The organizational structures and functions for the Offices of Science and Technology, Information Systems, and Equal Employment Opportunity have remained essentially the same.

The Planning and Inspection Division will assume the responsibilities currently performed by the Office of Planning and Evaluation and the Office of Internal Security. Within the division, the Offices of Planning and Evaluation, Inspections, Security Programs, and Professional Responsibility will be responsible for most of DEA's internal control functions.

Francis M. Mullen, Jr.
Francis M. Mullen, Jr.
Acting Administrator

TABLE OF CONTENTS

	Page
Statement of DEA Mission and Responsibilities	1
DEA Organizational Chart	3
Headquarters Office Symbols	5
<u>Organizational Elements</u>	
ADMINISTRATOR	9
DEPUTY ADMINISTRATOR	11
Organizational Chart (Staff Offices)	13
BOARD OF PROFESSIONAL CONDUCT	15
OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS	17
Organizational Chart	18
Congressional Affairs Section	19
Public Affairs Section	20
OFFICE OF CHIEF COUNSEL	21
ADMINISTRATIVE LAW JUDGE	23
PLANNING AND INSPECTION DIVISION	25
Organizational Chart	26
OFFICE OF PROFESSIONAL RESPONSIBILITY	27
OFFICE OF INSPECTIONS	29
Organizational Chart	30
Audit Section	31
Inspections Section	32
OFFICE OF PLANNING AND EVALUATION	33
Organizational Chart	34
Planning and Management Systems Section	35
Policy and Program Evaluation Section	36
OFFICE OF SECURITY PROGRAMS	37

Table of Contents

	Page
OPERATIONS DIVISION	39
Organizational Chart	40
MANAGEMENT STAFF	41
Policies and Procedures Unit	43
Standards and Analysis Unit	44
Budget Formulation and Execution Unit	45
Operations Resources Development Unit	46
INTERNATIONAL PROGRAMS STAFF	47
HEROIN INVESTIGATIONS SECTION	49
Domestic and International Operations Units	50
COCAINE INVESTIGATIONS SECTION	51
Domestic and International Operations Units	52
CANNABIS INVESTIGATIONS SECTION	53
DANGEROUS DRUGS INVESTIGATIONS SECTION	55
INVESTIGATIVE SUPPORT SECTION	57
Aviation Unit	58
Technical Operations Unit	59
OFFICE OF DIVERSION CONTROL	61
Organizational Chart	62
Diversion Operations Section	63
International Diversion Unit	65
State/Industry Unit	66
Drug Control Section	67
Regulatory Support Section	68
Information Systems Unit	69
Registration Unit	70
OFFICE OF INTELLIGENCE	71
Organizational Chart	72
Operational Intelligence Section	73
Drug Units (Heroin, Cocaine, Cannabis, and Dangerous Drugs Units)	74
Organized Crime Unit	75
Financial Unit	76
Strategic Intelligence Section	77
Drug Units (Heroin, Cocaine, Cannabis, and Dangerous Drugs Units)	78

Table of Contents

	Page
Publications Unit	79
El Paso Intelligence Center	80
Administrative Unit	81
Analysis Unit	82
Operations Unit	83
OFFICE OF TRAINING	85
Organizational Chart	86
Training Planning and Evaluation Staff	87
Domestic Training Section	88
Academic Operations Unit	89
Practical Applications Unit	90
State and Local Training Unit	91
In-Service Training Unit	92
International Training Section	93
Advanced International School Unit	94
Mobile Units (Units A, B, and C)	95
OPERATIONAL SUPPORT DIVISION	97
Organizational Chart	98
EQUAL EMPLOYMENT OPPORTUNITY STAFF	99
OFFICE OF ADMINISTRATION	101
Organizational Chart	102
Accounting Section	103
Accounting Operations Unit	104
Financial Policy and Systems Unit	105
Budget and Manpower Management Section	106
Budget Execution Unit	107
Budget Formulation Unit	108
General Services Section	109
Audiovisual Unit	110
Contracting and Procurement Unit	111
Facilities Management Unit	112
Office Services Unit	113
Transportation Unit	114
Personnel Management Section	115
Classification, Pay and Evaluation Unit	116
Employee Relations Unit	117
Employment Policy and Program Development Unit	118
Health Services Unit	119
Recruitment and Placement Unit	120
OFFICE OF INFORMATION SYSTEMS	121
Organizational Chart	122

Table of Contents

	Page
Systems Planning and Control Staff	123
Operations and Support Section	124
Computer Operations Unit	125
Technical Support Unit	126
Telecommunications Unit	127
Systems Applications Section	128
El Paso Intelligence Center Unit	129
Operations Support Unit	130
Service Support Unit	131
 OFFICE OF RECORDS MANAGEMENT	133
Organizational Chart	134
Freedom of Information Section	135
Litigation Unit	136
Operations Unit	137
Investigative Records Section	138
Records Management Section	139
 OFFICE OF SCIENCE AND TECHNOLOGY	141
Organizational Chart	142
Forensic Sciences Section	143
Investigative Services Unit	144
Operations Unit	145
Field Laboratories	146
Special Testing and Research Laboratory	147
Science and Engineering Section	148
Systems Evaluation and Analysis Unit	149
Technology Development Unit	150
 FIELD-DIVISIONS	151
Domestic District Office	152
Domestic Resident Office	153
 Administrative Support Unit	154
Technical Operations Unit	155
Enforcement Group	156
Task Force Group	156
Diversion Group	156
Intelligence Group/Unit	156
Task Force Division	157
Unified Intelligence Division	157
 DEA Foreign Field Offices	159
Foreign Country Office	161
Foreign Resident Office	162
 Organizational Charts (Field Divisions)	163
 ORGANIZATIONAL TERMS CHART	201
 GLOSSARY OF TERMS	203

STATEMENT OF DEA MISSION AND RESPONSIBILITIES

The mission of DEA is to enforce the controlled substances laws and regulations of the United States of America and to bring to the criminal and civil justice system of the United States or any other competent jurisdiction those organizations, and principal members of organizations, involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the United States; and to recommend and support nonenforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets.

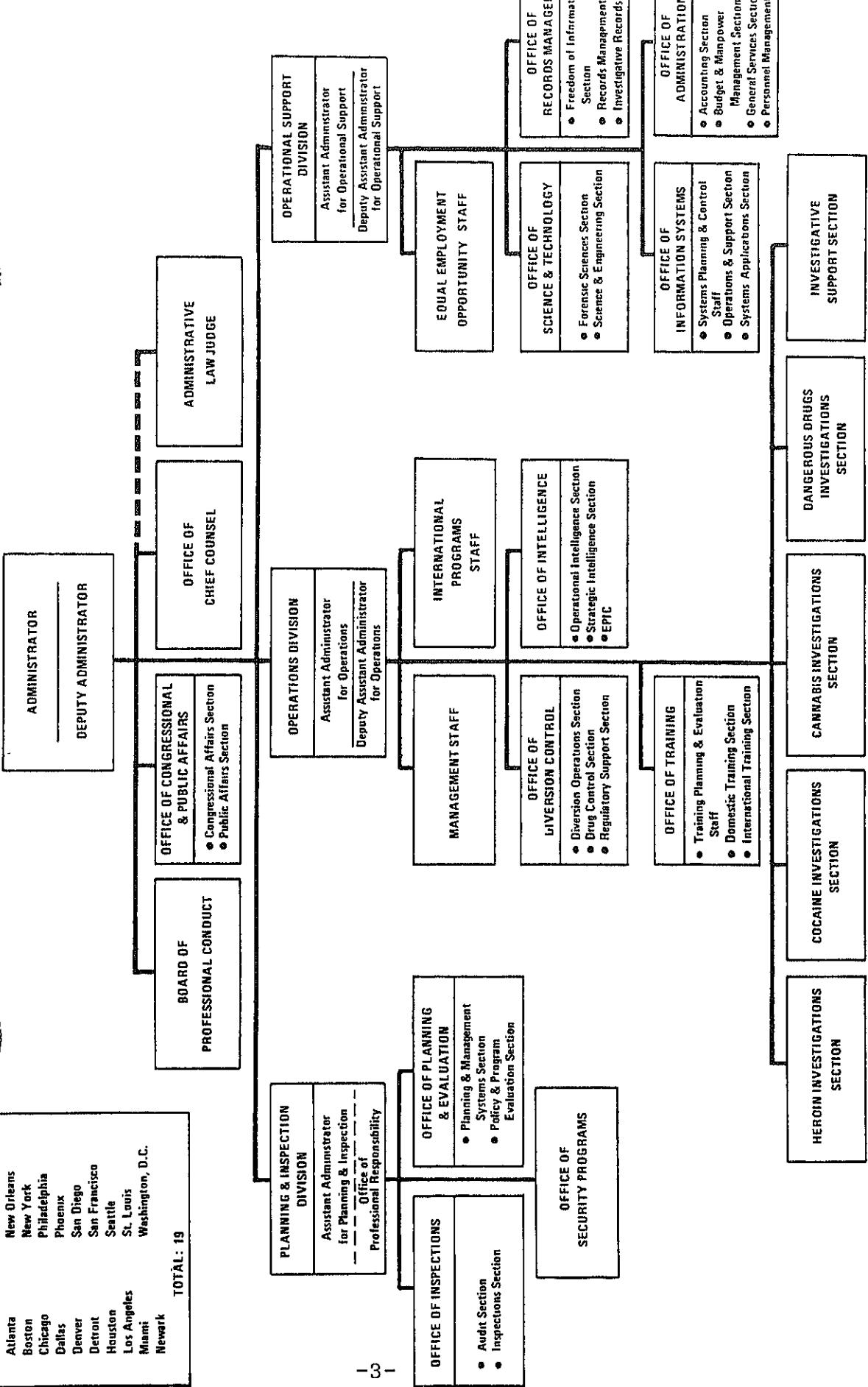
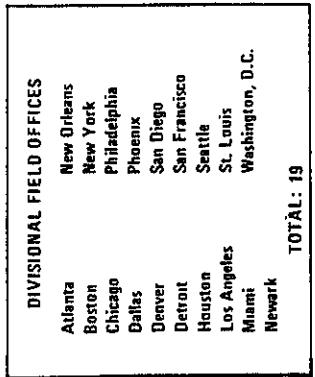
In carrying out its mission, DEA is the lead agency responsible for the development of overall Federal drug enforcement strategy, programs, planning, and evaluation. DEA's primary responsibilities include:

1. Investigation and preparation for prosecution of major violators of controlled substances laws operating at interstate and international levels in keeping with established drug priority goals;
2. Management of a national narcotics intelligence system in cooperation with Federal, state, local, and foreign officials to collect, analyze, and disseminate strategic and operational intelligence information;
3. Seizure and forfeiture of assets derived from, traceable to, or intended to be used for illicit drug trafficking;
4. Enforcement of the provisions of the Controlled Substances Act as they pertain to the manufacture, distribution, and dispensing of legally produced controlled substances;
5. Coordination and cooperation with Federal, state and local law enforcement officials on mutual drug enforcement efforts and enhancement of such efforts through exploitation of potential interstate and international investigations beyond local or limited Federal jurisdictions and resources;

6. Coordination and cooperation with other Federal, state, and local agencies, and with foreign governments, in programs designed to reduce the availability of illicit abuse-type drugs on the United States market through nonenforcement methods such as crop eradication, crop substitution, and training of foreign officials;
7. Responsibility, under the policy guidance of the Secretary of State and U.S. Ambassadors, for all programs associated with drug law enforcement counterparts in foreign countries; and
8. Liaison with the United Nations, Interpol, and other organizations on matters relating to international narcotics control programs.



U.S. Department of Justice Drug Enforcement Administration



HEADQUARTERS OFFICE SYMBOLS

ADMINISTRATOR	A
DEPUTY ADMINISTRATOR	AD
BOARD OF PROFESSIONAL CONDUCT	BC
OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS	CP
Congressional Affairs Section	CPC
Public Affairs Section	CPP
OFFICE OF CHIEF COUNSEL	CC
ADMINISTRATIVE LAW JUDGE	LJ
PLANNING AND INSPECTION DIVISION (Assistant Administrator)	AP
Office of Inspections	PI
Audit Section	PIA
Inspections Section	PII
Office of Planning and Evaluation	PE
Planning and Management Systems Section	PEM
Policy and Program Evaluation Section	PEP
OFFICE OF PROFESSIONAL RESPONSIBILITY	PR
OFFICE OF SECURITY PROGRAMS	PS
OPERATIONS DIVISION (Assistant Administrator)	AO
DEPUTY/OPERATIONS DIVISION	DO
Management Staff	OMG
Budget Formulation and Execution Unit	OMGB
Operations Resources Development Unit	OMGO
Policy and Procedures Unit	OMGP
Standards and Analysis Unit	OMGS
International Programs Staff	OFR
Office of Diversion Control	OD
Diversion Operations Section	ODO
International Diversion Unit	ODOI

State/Industry Unit	ODOS
Drug Control Section	ODC
Regulatory Support Section	ODR
Information Systems Unit	ODRI
Registration Unit	ODRR
Office of Intelligence	OI
El Paso Intelligence Center	OIE
Analysis Unit	OIEA
Administrative Unit	OIED
Operations Unit	OIEO
Operational Intelligence Section	OIO
Cannabis Unit	OIOM
Cocaine Unit	OIOC
Dangerous Drugs Unit	OIOD
Financial Unit	OIOF
Heroin Unit	OIOH
Organized Crime Unit	OIOO
Strategic Intelligence Section	OIS
Cannabis Unit	OISM
Cocaine Unit	OISC
Dangerous Drugs Unit	OISD
Heroin Unit	OISH
Publications Unit	OISP
Office of Training	OT
Domestic Training Section	OTD
Academic Operations Unit	OTDA
In-Service Training Unit	OTDI
Practical Operations Unit	OTDP
State and Local Training Unit	OTDS
International Training Section	OTI
Advanced International School Unit	OTIS
Mobile Unit A	OTIA
Mobile Unit B	OTIB
Mobile Unit C	OTIC
Training Planning and Evaluation Staff	OTP
Cannabis Investigations Section	OM
Cocaine Investigations Section	OC
Domestic Operations Unit	OCD
International Operations Unit	OCI
Dangerous Drugs Investigations Section	OR
Heroin Investigations Section	OH
Domestic Operations Unit	OND
International Operations Unit	OHI
Investigative Support Section	OS
Aviation Unit	OSA
Technical Operations Unit	OST

OPERATIONAL SUPPORT DIVISION (Assistant Administrator)	AA
DEPUTY/OPERATIONAL SUPPORT DIVISION	DA
Equal Employment Opportunity Staff	AEO
Office of Administration	AM
Accounting Section	AMC
Accounting Operations Unit	AMCO
Financial Policy and Systems Unit	AMCP
Budget and Manpower Management Section	AMB
Budget Execution Unit	AMBE
Budget Formulation Unit	AMBF
General Services Section	AMG
Audiovisual Unit	AMGA
Contracting and Procurement Unit	AMGC
Facilities Management Unit	AMGF
Office Services Unit	AMGO
Transportation Unit	AMGT
Personnel Management Section	AMP
Classification, Pay, and Evaluation Unit	AMPC
Employee Relations Unit	AMPE
Employment Policy and Program Development Unit	AMPP
Health Services Unit	AMPH
Recruitment and Placement Unit	AMPR
Office of Information Systems	AI
Operations and Support Section	AIO
Computer Operations Unit	AIOO
Technical Support Unit	AIOT
Telecommunications Unit	AIOC
Systems Applications Section	AIS
El Paso Intelligence Center Unit	AISE
Operations Support Unit	AISO
Service Support Unit	AISS
Systems Planning and Control Staff	AIP
Office of Records Management	AR
Freedom of Information Section	ARF
Litigation Unit	ARFL
Operations Unit	ARFO
Investigative Records Section	ARI
Records Management Section	ARR
Office of Science and Technology	AT
Forensic Sciences Section	ATS
Investigative Services Unit	ATSI
Operations Unit	ATSO
Special Testing and Research Laboratory	ATSL (#1)
Field Laboratories	ATSL (#2thru#8)
Science and Engineering Section	ATE
Systems Evaluation and Analysis Unit	ATES
Technology Development Unit	ATET

ADMINISTRATOR

The Administrator of the Drug Enforcement Administration is under the general supervision of the Director of the Federal Bureau of Investigation and reports through the Director to the Attorney General, the Deputy Attorney General, and the Associate Attorney General, as appropriate.

1. Administers the enforcement of the Federal narcotics and dangerous drugs laws of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

2. Administers the execution of all functions assigned to the Drug Enforcement Administration by Reorganization Plan No. 2 of 1973.

3. Serves as the principal advisor to the Attorney General on international drug control policy and related operations of the United States.

4. Establishes policy for developing objectives which shall ensure that the Drug Enforcement Administration:

 a. Provides leadership in the area of Federal enforcement on narcotics and dangerous drugs affairs.

 b. Ensures that scientific, prevention and training matters are given appropriate weight in the making of management decisions.

 c. Ensures public and governmental awareness of the Administration's objectives through a comprehensive and integrated informational program.

 d. Provides maximum assistance and cooperation to other Federal, state, and local law enforcement and related agencies.

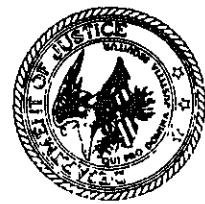
 e. Administers international operations to provide optimum support for United States objectives concerning drug abuse.

5. Administers ongoing and expeditious executive actions through special officers, staff, and operational officers ensuring the accomplishment of management objectives and reputability.

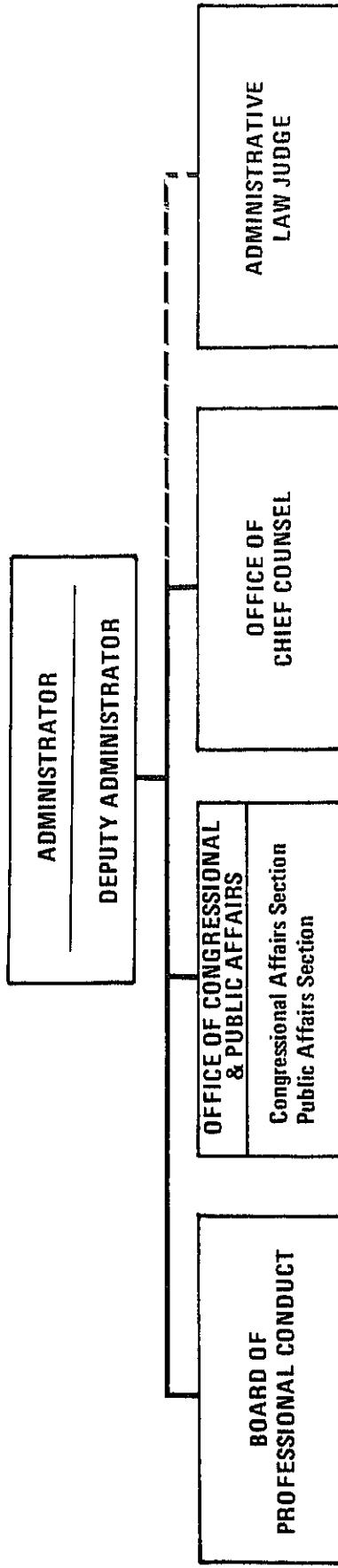
6. Advises the Executive and Legislative Branches of the Federal Government of the need for additional laws and regulations.

DEPUTY ADMINISTRATOR

1. Administers the daily operations of the DEA.
2. Administers DEA policy and direction through the operational and executive staff.
3. Serves as Acting Administrator in the absence of the Administrator.
4. Advises the Administrator on the status of DEA operations and programs.
5. Serves as the action officer on program projects or activities requiring executive direction and participation.



**U.S. Department of Justice
Drug Enforcement Administration**



BOARD OF PROFESSIONAL CONDUCT

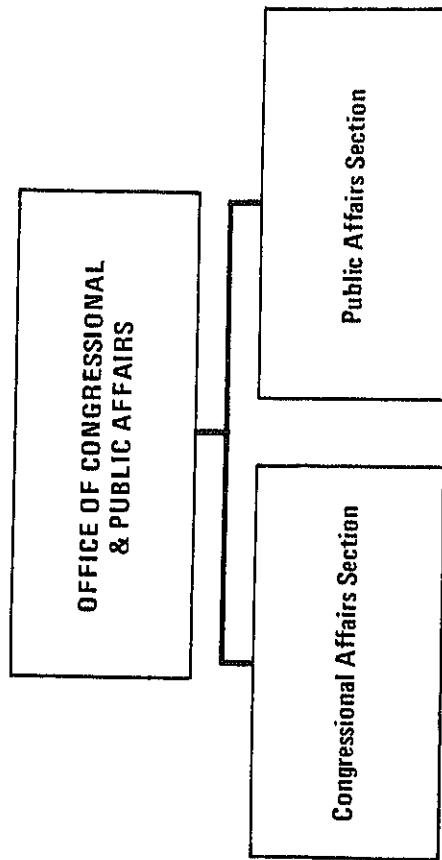
1. Reviews all misconduct investigations concerning DEA employees. Proposes disciplinary/adverse action. Issues the appropriate correspondence to the proper DEA officials and employees, as required.
2. Reviews all DEA accident/incident investigations relating to official government conveyances. Proposes disciplinary/adverse action. Issues the appropriate correspondence to the proper DEA officials and employees, as required.
3. Reviews all other types of disciplinary matters concerning DEA employees where the appropriate field or Headquarters official determines a penalty in excess of a letter of reprimand is appropriate. Proposes disciplinary/adverse action in such matters in excess of a letter of reprimand. Issues the appropriate correspondence to the proper DEA officials and employees, as required.
4. Reviews trends and deficiencies relating to DEA policy, procedures, and employee conduct bearing on disciplinary/adverse action. Recommends new or revised policy as appropriate.
5. Provides liaison relative to the Board of Professional Conduct matters with appropriate Headquarters and field management officials, representatives of the Department of Justice, and other agency officials.

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS

1. Acts as principal advisor to the Administrator, the Deputy Administrator, and other officials of DEA in providing staff guidance and coordinating action of all DEA components on all matters relating to congressional and public affairs.
2. Plans and administers programs that develop an awareness by the public, the White House, and the Congress as to the mission, objectives, and activities of DEA.
3. Provides for law enforcement related drug abuse prevention and education programs including preparation and distribution of publications and informational materials. Formulates and participates in projects and programs to reduce drug abuse with Federal, state and local public and private agencies and associations, groups of parents, and other citizens.



U.S. Department of Justice
Drug Enforcement Administration



Congressional Affairs Section

1. Develops and sustains working relationships with the Congress, its committees, sub-committees, and staffs to explain and interpret DEA functions and requirements.
2. Provides assistance, e.g., congressional testimony, briefings, documentation, to DEA officials in relations with the Congress, Executive Branch agencies and Departmental elements.
3. Provides an assessment of and reports on all congressional activities including the review of proposed legislation having an impact upon the agency to appropriate DEA officials.
4. Develops a comprehensive program to provide accurate information to congressional requests. Coordinates the assignment of congressional inquiries to DEA offices and prepares timely response.
5. Coordinates and prepares routine correspondence to U.S. Attorneys, state government officials, and other public officials on matters pertaining to DEA operations.

Public Affairs Section

1. Plans, coordinates, and implements an agency wide public information program which provides support to requests for information and assistance on drug abuse and related problems.
2. Provides assistance and coordinates with DEA Headquarters and field offices to ensure media, public, and governmental awareness of DEA objectives.
3. Plans and implements drug abuse education and prevention programs for law enforcement organizations, registrants, and the public.
4. Provides informational communications, bulletins, in-house publications, speeches, public announcements, and news releases.

OFFICE OF CHIEF COUNSEL

1. Acts as the legal officer and advisor to DEA on all matters relating to enforcement, compliance, procurement, and administrative activities. Participates in the formulation of policies and procedures for the agency. Advises on the legal and policy consequences of proposed programs.
2. Advises on legal problems involved in the application of international conventions and protocols relating to illicit drug traffic. In cooperation with the Office of Legal Counsel of Department of Justice, reviews and drafts proposals for new conventions and protocols.
3. Coordinates with Department legal staffs and performs liaison functions with legal offices in other departments, agencies, and bureaus, and as requested prepares reports in connection with legislation in which DEA has an interest.
4. Represents the Administrator in all administrative proceedings under the Controlled Substances Act; represents the Administration in personnel related hearings before the Merit System Protection Board, Equal Employment Opportunity Commission and grievance examiners; and assists U.S. Attorneys in preparing for civil and criminal litigation.
5. Provides proposed legislation and regulations, and collaborates in the formulation of policies and programs pertaining to relevant laws and regulations.
6. Rules on the probable cause for all drug vehicle and asset seizures under the Controlled Substances Act and on petitions for remission or mitigation of forfeiture.
7. Provides for review in questions of negligence in court claims and compromise claims below \$2,500, and provides recommendations to the Department for the adjustment of claims in excess of \$2,500.
8. Advises and assists in the formulation of the legal curriculum, prepares legal text materials, and provides legal instruction at DEA sponsored schools.
9. Assists state officials in establishing adequate and uniform legislation and regulations covering controlled substances, paraphernalia, and asset removal.
10. Provides for the execution, under seal, of any certification required to authenticate books, records, and other documents as true copies of official agency records.

ADMINISTRATIVE LAW JUDGE

1. Arranges and presides at all hearings required by law to be held regarding registrations under the Controlled Substances Act, the setting of certain manufacturing and procurement quotas and issuance of import and export permits for certain controlled substances.
2. Prepares decisions for the Administrator regarding the hearings.

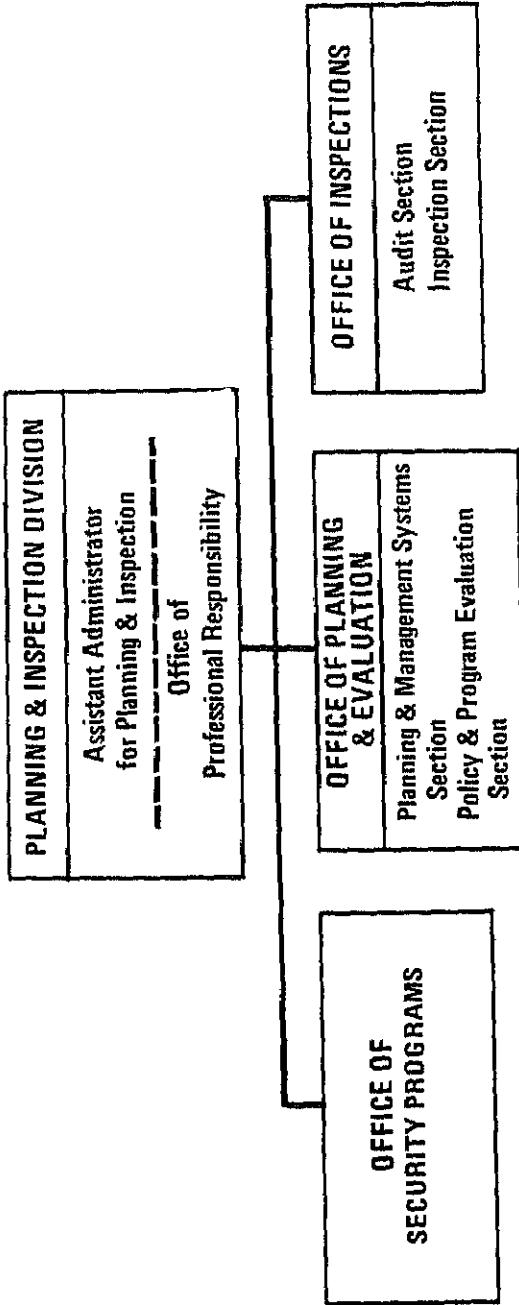
PLANNING AND INSPECTION DIVISION

1. Serves as the principal advisor to the Administrator and Deputy Administrator on all matters pertaining to planning, evaluation, organizational control, management systems, and security. Participates in the development of all agency strategy, and policy formulation.
2. Establishes DEA policy in all areas of Planning and Inspection which include the Office of Inspections, the Office of Planning and Evaluation, the Office of Security Programs, and the Office of Professional Responsibility.
3. Administers the programs and activities of all Planning and Inspection elements to ensure conformance with DEA policies and goals and responsiveness to legal requirements and other formal agreements.
4. Maintains an active interchange with the Deputy Assistant Administrator, Office of Professional Responsibility, concerning integrity program matters.
5. Establishes practices which serve to protect employee well being and property, and ensure adherence to applicable laws, regulations, and standards of conduct, which are designed to promote operational efficiency and public confidence in DEA.
6. Provides executive summary reports to the Administrator, other DEA officials, and appropriate Departmental and congressional entities concerning operational performance, mission accomplishment, efficiency, integrity, and security of the agency.



U.S. Department of Justice

Drug Enforcement Administration



OFFICE OF PROFESSIONAL RESPONSIBILITY

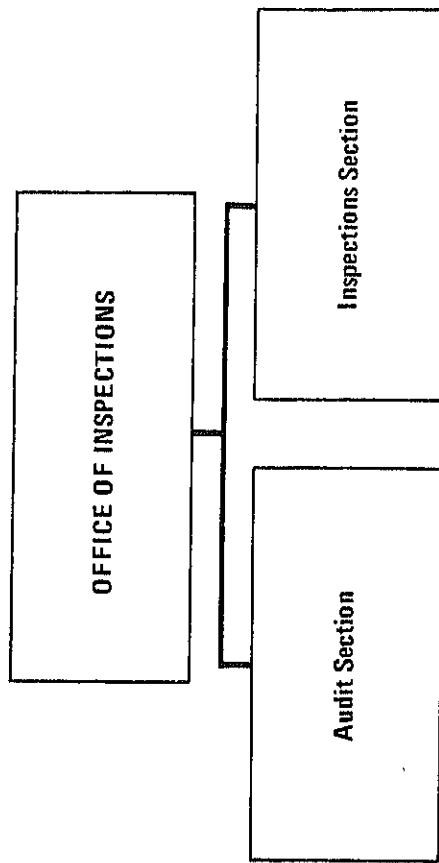
1. Formulates policies and directions which promote public confidence in the mission of DEA. Provides direction and coordination in the establishment of employee standards of conduct.
2. Directs a program of integrity and conduct investigations through case assignment, analysis, and assessment of allegations of misconduct and criminal violations by DEA employees. Reviews recommendations of disciplinary/adverse actions, preferred by field officials, concerning integrity and conduct investigations. Coordinates and reviews final investigative product prior to referral to administrative or prosecutorial authorities.
3. Coordinates and maintains an active interchange concerning integrity program matters with the Assistant Administrator for Planning and Inspection.
4. Directs a program of special project investigations regarding national security, corruption, unauthorized disclosures, threats against the agency and/or its personnel, and employee related criminal conduct in task force and investigative pursuits.
5. Directs a program designed to identify and ferret out fraudulent use and/or application of agency resources to include fraud investigations and prosecutive presentations.

OFFICE OF INSPECTIONS

1. Formulates evaluation inspection programs, and directs ongoing evaluations of Headquarters and field entities to determine their effectiveness, efficiency, economy of operation, and compliance with statutes, regulations, policies, and procedures.
2. Directs the unannounced inspections of DEA field offices for the purpose of identifying potential or actual procedural or security lapses.
3. Provides for the auditing of all DEA entities having procurement, financial approval, or disbursement responsibilities to ensure compliance with regulations.
4. Directs a system to ensure that Headquarters and field offices follow through on the implementation of recommendations made concerning programs and operations.



**U.S. Department of Justice
Drug Enforcement Administration**



Audit Section

1. Plans, schedules, and develops audit standards for the conduct of individual evaluations. Coordinates the selection of evaluation team members.
2. Conducts fiscal audits of all DEA entities having procurement, financial approval, and disbursement responsibilities.
3. Provides findings and recommendations to appropriate field and Headquarters management. Advises management on the current status of DEA programs. Identifies potential criminal activity or misconduct.
4. Ensures that Headquarters and field offices follow through on the implementation of recommendations made concerning programs and operations, and reports to appropriate officials matters on which corrective action is deficient.

Inspections Section

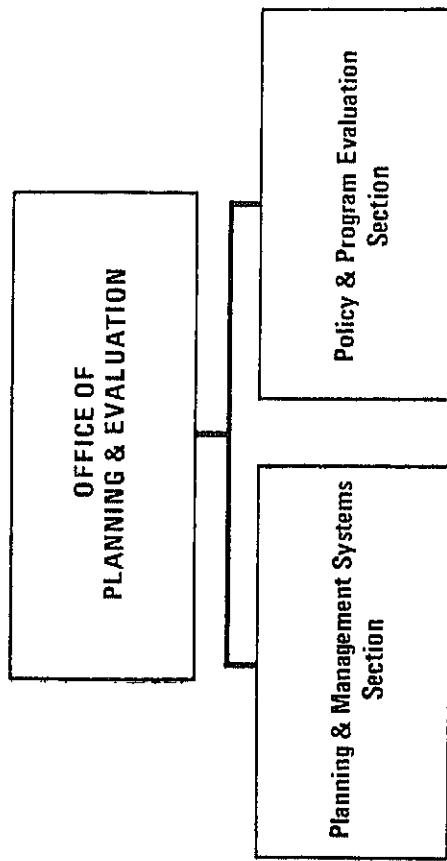
1. Conducts ongoing evaluations (inspections) of Headquarters and field programs and activities to determine their effectiveness, efficiency, economy of operation, and their compliance with statutes, regulations, policies, and procedures. Analyzes overall operations performance in conjunction with predetermined accountability factors, provides on-the-spot advice when required, and documents all findings and corrective recommendations.
2. Reviews programs and activities, in order to identify and report situations or patterns evidencing waste or fraud in DEA programs.
3. Conducts unannounced inspections of DEA field offices for the purpose of identifying potential or actual procedural or security lapses impacting on the DEA integrity program.
4. Conducts and/or assists in criminal investigations at the direction of the Assistant Administrator for Planning and Inspection involving matters of extreme sensitivity and/or major integrity content.

OFFICE OF PLANNING AND EVALUATION

1. Formulates in coordination with DEA officials, the basic strategy and policy for overall DEA programs and national drug enforcement policy. Devises, in coordination with appropriate DEA officials, specific strategies and priorities to address major policy issues, and assists in implementation where appropriate.
2. Provides systems, procedures, standards for use by Headquarters and field management in systematically planning programs and activities of DEA of a short and long-range nature. Coordinates the overall planning effort of the agency, and reviews plans for consistency with overall strategy and priorities.
3. Provides on a regularly scheduled basis, evaluations of DEA programs cross cutting organizational lines. Coordinates the preparation of year-end accountability reports of performance by organization and program.
4. Determines and recommends approval of organizational structure throughout DEA. At the discretion of DEA management, provides self-initiated studies to determine the effectiveness of organizational structure as well as to analyze proposals by individual offices. Recommends appropriate organizational alignment and management action.
5. Advises and assists Headquarters and field elements in design and improvement in management systems, work methods, and procedures. Provides studies of current systems, methods, and procedures to determine their effectiveness and efficiency, and recommends changes to improve utilization of resources. Fulfills agency requirements pursuant to OMB Circular A-76.



**U.S. Department of Justice
Drug Enforcement Administration**



Planning and Management Systems Section

1. Designs, for Headquarters and field management use, systems and procedures for planning programs for DEA of a short and long-range nature. Reviews plans for consistency with overall strategy and priorities.
2. Provides organizational control, and conducts studies which evaluate the effectiveness of the overall DEA organizational structure and the substructures of Headquarters and field organizational elements. Analyzes and evaluates organizational action proposals requested by offices of DEA. Analyzes functions and functional statements to ensure that organizational activities are properly placed and reflected in the functional statements.
3. Conducts operational studies of DEA offices and subdivisions involving work processes and activities. Conducts cost effectiveness studies to ensure that agency operations and activities are efficiently performed.
4. Conducts comparative cost analyses of agency commercial/industrial activities and contracts applicable to OMB Circular A-76. Recommends the most efficient method to provide the commercial services or products.
5. Provides and controls the directives system. Reviews, edits, and composes the directive issuances for final publication. Reviews agency reporting systems, and recommends improvements to increase the effectiveness and efficiency of such systems.
6. Conducts special studies and surveys requiring sophisticated methodologies such as operations research or other statistical analyses to determine the impact of either proposed or past management decisions.

Policy and Program Evaluation Section

1. Designs the strategy and policy for DEA programs and the national drug enforcement policy in conjunction with DEA program officials. Identifies major policy issues which affect DEA, and analyzes and studies these issues. Responds to outside agency requests for DEA policy or positions of the overall agency.
2. Conducts special studies of DEA operations as appropriate; provides project leadership to special assignments involving internal and external objectives; supports the Administrator in a staff capacity.
3. Provides policy input into the budget formulation, and reviews and analyzes budget proposals and approved budgets for consistency with overall DEA policy, objectives, and programs. Recommends program emphasis, resource priorities, and trade-offs.
4. Conducts a program of regularly scheduled evaluations that cut across organizational lines and encompass an entire program activity of DEA. Manages and coordinates the preparation of year-end accountability reports of performance by field and Headquarters elements. Provides continuing oversight of key indicators of overall agency performance, and prepares special reports and analyses as appropriate.
5. Provides a central point of contact for all outside agency audit and evaluation entities. Coordinates all work of such entities within DEA, both at Headquarters and in the field.

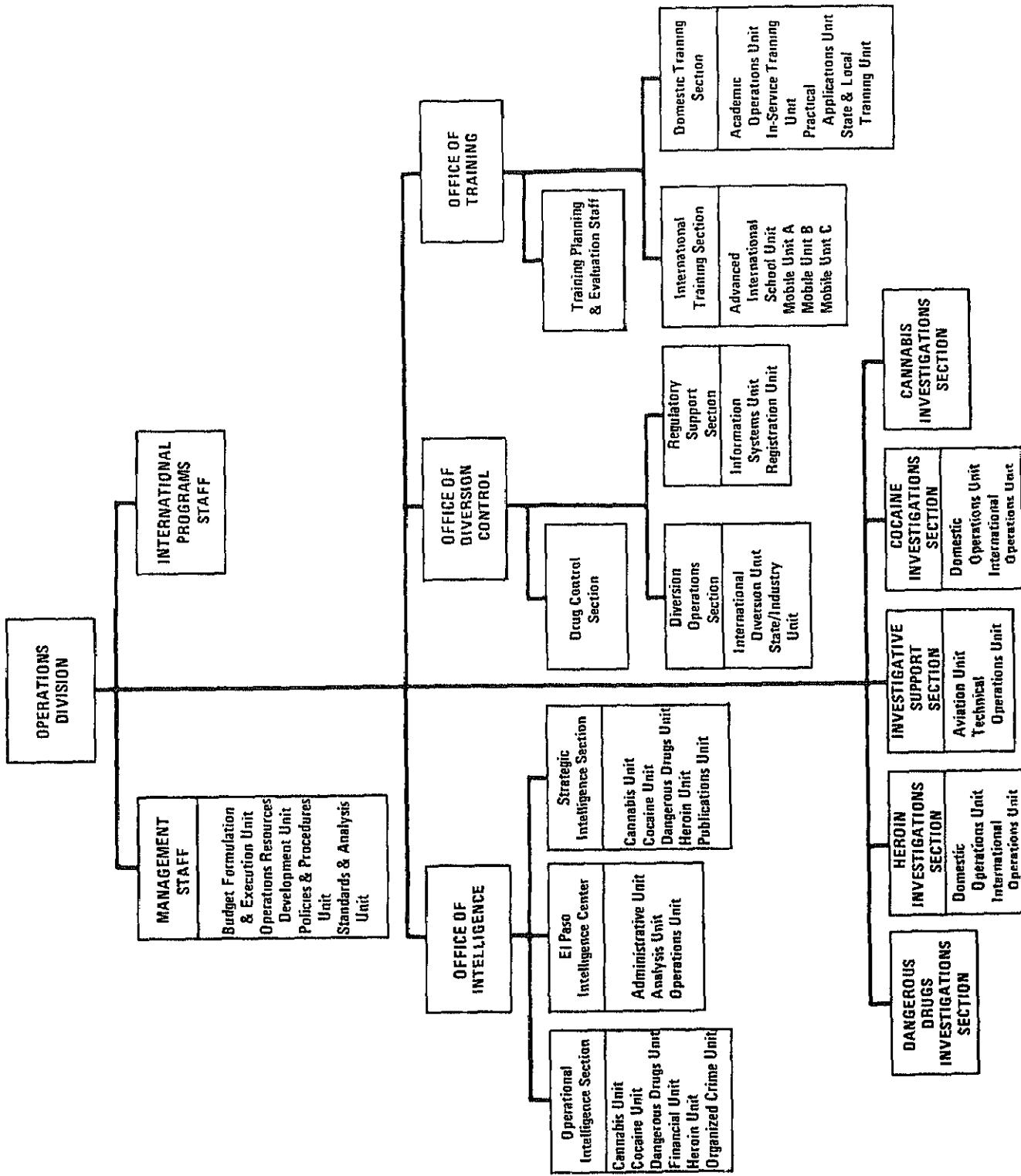
OFFICE OF SECURITY PROGRAMS

1. Formulates policies and directives which provide a deterrent and response to security breaches.
2. Coordinates and reviews the processing of personnel security investigations in support of agency personnel hiring, rehiring, updating, and acquisition of national security clearances.
3. Directs a program which provides for the physical security of employees, property, evidence, and materials contained in DEA occupied facilities.
4. Formulates policies and procedures for the classification, declassification, safeguarding, handling, transmission, and storage of classified national security and other sensitive information and materials.
5. Directs a program which evaluates the security of agency communications and computer based data processing. Reviews application controls, performs risk analyses on current and proposed equipment, and provides technical safeguards.
6. Directs and coordinates agency countermeasure initiatives and techniques for the purposes of safeguarding DEA communications.
7. Provides an approved emergency preparedness plan to ensure DEA's capability of discharging vital functions in the event of a national disaster.

OPERATIONS DIVISION

1. Serves as the principal advisor to the Deputy Administrator and the Administrator for all matters pertaining to mission-related functional areas.
2. Establishes DEA policy in all operational areas which include the Office of Intelligence, the Office of Diversion Control, and the Office of Training; the International Programs Staff and Management Staff; and the drug investigations sections and the Investigative Support Section.
3. Administers the programs and major activities of all elements of the Operations Division to ensure conformance with DEA policies and goals, and responsiveness to legal requirements and other formal agreements.
4. Serves as the action officer on programs, projects, or other activities requiring executive direction and participation.
5. Serves as Acting Administrator in the absence of the Deputy Administrator and the Administrator.
6. Establishes career development policies, and directs the assignment of all criminal investigators, compliance investigators and intelligence analysts.
7. Serves as the point-of-contact with the Department of Defense on matters involving cooperative efforts on joint drug investigations, and coordinates DEA requests for military assistance.

Drug Enforcement Administration



Management Staff

1. Develops policies and procedures for all elements in the Operations Division. Formulates Operations policy for distribution through the Agents, Compliance, and Intelligence Manuals. Conducts continual review of manual systems to ensure conformity with current regulations and policy.
2. Acts as point-of-contact for all Headquarters and field elements for matters pertaining to the Operations Division. Interprets policy and procedures as they may apply in unusual or unique circumstances. Prepares staff papers and other briefing documents on matters of general divisional policy.
3. Coordinates the development of detailed work plans and priority objectives for foreign and domestic district offices as well as elements of the Operations Division. Conducts the continuing oversight of all Operations Division programs and evaluates performance against these annual work plans and objectives.
4. Develops programs and procedures to compile, analyze, and report on statistical information pertaining to defendant data and investigations as well as work-hour information for Criminal Investigators, Compliance Investigators, and Intelligence Analysts.
5. Develops, in coordination with Operations elements, programmatic budget plans for inclusion in the Spring Planning Call as well as the OMB and congressional budget submissions. Coordinates the development of the financial plan for the Operations Division.
6. Coordinates the development of funding ratios for the various programs of the Operations Division. Maintains detailed records, as necessary, of general allocations to and obligations against each field office account. Facilitates reviews by the Assistant Administrator for Operations, and coordinates reallocation of resources as necessary.
7. Reviews obligations incurred against discretionary funds. Periodically reports the amounts of unobligated funds to drug investigation sections and the Offices of Diversion Control and Intelligence. Facilitates the reprogramming of unobligated funds as directed.

8. Acts as the program manager for the formulation of career development patterns for all Criminal Investigators. Participates with the Office of Training in the identification and assessment of technical training needs for Criminal Investigators requiring specialized skills.
9. Participates with the Office of Training, the Office of Administration, and all core-discipline program managers in the preparation of career development packages for all Criminal Investigators, Compliance Investigators, and Intelligence Analysts. Coordinates these packages for review by the Career Board and the Assistant Administrator of the Operations Division.
10. Develops policies and procedures for the utilization and assignment of Special Agents, Intelligence Analysts, and Compliance Investigators. Manages agency mobility programs and coordinates with core-discipline program managers in determining the core-discipline staffing requirements of Headquarters and field elements. Coordinates with other DEA elements concerning support staffing requirements for Operations Division.

Policies and Procedures Unit

1. Monitors current division policies and procedures, and prepares staff papers and other appropriate transmittals on matters regarding general policies and procedures.
2. Performs the continual oversight of all division programs and recommends appropriate changes for Operations elements.
3. Monitors the Agents, Compliance and Intelligence Manuals to ensure conformity with current regulations and policy. Coordinates appropriate manual changes and sets priority updating schedules for all Operations manuals.
4. Maintains contact with Headquarters and field Operations elements to assist in the interpretation of existing policies and procedures, and the assessment of their practical ramifications.

Standards and Analysis Unit

1. Performs procedures to compile, analyze, and report on statistical information pertaining to defendant data and investigations as well as work-hour information for Criminal Investigators, Compliance Investigators, and Intelligence Analysts.
2. Provides statistical summaries in response to requests by DEA elements, DOJ, other Federal agencies, and the public.
3. Coordinates with appropriate Headquarters elements regarding division information systems and quality control procedures to ensure accuracy of input and integrity of statistical systems.

Budget Formulation and Execution Unit

1. Prepares in coordination with Operations elements, programmatic budget plans for inclusion in the Spring Planning Call as well as the OMB and congressional budget submissions. Coordinates the development of the financial plan for the Operations Division.
2. Coordinates the development of funding ratios for the various programs of the Operations Division. Maintains detailed records, as necessary, of general allocations and obligations for field office accounts. Facilitates reviews by the Chief of the Management Staff, and coordinates reallocation of resources as necessary.
3. Monitors obligations incurred against discretionary funds. Periodically reports the amounts of unobligated funds to drug investigation sections and the Offices of Diversion Control and Intelligence. Facilitates the reprogramming of unobligated funds as directed.

Operations Resources Development Unit

1. Assists in the formulation of career development patterns for all Criminal Investigators. Participates with the Office of Training in the identification and assessment of technical training needs for criminal investigators requiring specialized skills.
2. Participates with the Office of Training, the Office of Administration, and all core-discipline program managers in the preparation of career development packages for all Criminal Investigators, Compliance Investigators, and Intelligence Analysts. Coordinates these packages for review by the Career Board and the Assistant Administrator of the Operations Division.
3. Prepares policies and procedures for the utilization and assignment of core-discipline employees. Manages agency mobility programs and coordinates with core-discipline program managers in determining the core-discipline staffing requirements of Headquarters and field elements.

International Programs Staff

1. Acts, in coordination with appropriate Operations elements, as the principal advisor to the Assistant Administrator for Operations on all foreign country programs.
2. Coordinates overall DEA program regarding international drug control and suppression strategies. Monitors activities for conformance to U.S. and host nation laws, and DEA goals and objectives.
3. Participates with other Operations elements in developing individual foreign field office country work plans and participates with the Management Staff in personnel selection for overseas assignments. Monitors resource support to individual foreign field offices.
4. Conducts liaison with the State Department, United Nations, international police agencies and diplomatic missions, and other U.S. and foreign organizations involved in international matters concerning drug control and suppression.
5. Develops foreign area geographical expertise and assists the individual foreign field offices, drug investigations sections, the Offices of Intelligence and Diversion Control, and other Operations elements in the performance of duties relating to international programs.
6. Participates with the Management Staff, drug investigations sections, and other DEA elements in evaluating foreign field office activities and provides general guidance to foreign offices. Directs individual foreign office liaison programs, and participates in the development of working agreements with U.S. military forces operating in foreign areas.
7. Develops, in coordination with appropriate DEA elements, the agency's position on international matters and represents DEA at international forums and other meetings. Advises key officials on all matters affecting international programs.
8. Participates with the Office of Training in developing international training programs which institutionalize drug control efforts. Selects in-service participants for specialized international training courses.
9. Coordinates Executive Observation Program (EOP) with the Office of Training to include determining program requirements and objectives, recommending countries and nominating foreign dignitaries, and scheduling individual itineraries.

10. Manages activities associated with DEA's INTERPOL responsibilities and supervises personnel assigned to INTERPOL, General Secretariate, and U.S. National Central Bureau.

Heroin Investigations Section

1. Directs the DEA worldwide program with respect to investigative activities for its drug type in order to ensure coordination among all Headquarters and field Operations elements.
2. Coordinates the development of detailed work plans and priority objectives by specific drug type in order to ensure consistency among all Headquarters and field Operations elements, conformance to DEA policies and goals, and responsiveness to legal requirements.
3. Participates, in coordination with the Management Staff and other appropriate DEA elements, in studies of its drug type enforcement programs and activities to evaluate effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness, and suitability for implementation.
4. Conducts close liaison with Headquarters and field Operations elements to ensure a comprehensive overview of all major investigative, intelligence, and supply reduction operations and other major activities.
5. Initiates, in coordination with Headquarters and field management, major drug type investigations and other necessary activities for its area. Reviews operational activities to identify cases having major conspiracy potential, i.e., warranting a Special Enforcement Operations (SEO) effort.
6. Reviews and appraises field office investigative needs and resource requirements, and controls investigative resources to include fiscal, technical, and personnel resources allocated to field offices.
7. Reviews the effectiveness of field enforcement, intelligence, and other operational activities for its drug type, focusing on the degree of conformance with work plans and priority objectives.
8. Provides approval for field G-DEP submissions, per investigation and per informant expenditures which exceed current authorization levels, flash rolls which exceed the current authorization level, and supplemental funding allocations. Coordinates approval for reverse undercover cases, requests for utilization of eavesdropping equipment, and the supply of drug samples for its drug type and geographical area.

Domestic and International Operations Units

1. Monitors the drug type enforcement programs for its geographic area. Provides advice and assistance to field offices regarding program operations and activities.
2. Provides detailed enforcement input for the work plans and priority objectives in its drug type for field offices within its geographic area. Provides program guidance to the field offices as necessary.
3. Identifies, in coordination with Headquarters and field management, major drug type investigations and other necessary activities for its geographic area. Monitors operational activities to identify cases having major conspiracy potential, i.e., warranting a Special Enforcement Operations (SEO) effort.
4. Monitors and assesses field office investigative needs and resource requirements, and controls investigative resources to include fiscal, technical, and personnel resources allocated to field offices.
5. Monitors the effectiveness of field enforcement, intelligence, and other operational activities for its drug type, focusing on the degree of conformance with work plans and priority objectives.
6. Identifies requirements for intelligence support and recommends the utilization of intelligence resources. Ensures coordination with the corresponding operational intelligence drug unit in order to provide timely and effective support for major investigations and other activities in its drug type and geographical area, and monitors the effectiveness of intelligence support efforts.
7. Recommends the approval of field G-DEP submissions, per investigation and per informant expenditures which exceed current authorization level, flash rolls which exceed the current authorization levels, and supplemental funding allocations. Processes requests for reverse undercover cases, drug samples for its drug type and geographic area, and the utilization of electronic eavesdropping equipment.
8. Plans and executes Special Enforcement Operations (SEO) efforts in coordination with field management and other Headquarters elements.
9. Assesses requests for resource enhancements for priority investigations and provides recommendations for approval or disapproval.

Cocaine Investigations Section

1. Directs the DEA worldwide program with respect to investigative activities for its drug type in order to ensure coordination among all Headquarters and field Operations elements.
2. Coordinates the development of detailed work plans and priority objectives by specific drug type in order to ensure consistency among all Headquarters and field Operations elements, conformance to DEA policies and goals, and responsiveness to legal requirements.
3. Participates, in coordination with the Management Staff and other appropriate DEA elements, in studies of its drug type enforcement programs and activities to evaluate effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness, and suitability for implementation.
4. Conducts close liaison with Headquarters and field Operations elements to ensure a comprehensive overview of all major investigative, intelligence, and supply reduction operations and other major activities.
5. Initiates, in coordination with Headquarters and field management, major drug type investigations and other necessary activities for its area. Reviews operational activities to identify cases having major conspiracy potential, i.e., warranting a Special Enforcement Operations (SEO) effort.
6. Reviews and appraises field office investigative needs and resource requirements, and controls investigative resources to include fiscal, technical, and personnel resources allocated to field offices.
7. Reviews the effectiveness of field enforcement, intelligence, and other operational activities for its drug type, focusing on the degree of conformance with work plans and priority objectives.
8. Provides approval for field G-DEP submissions, per investigation and per informant expenditures which exceed current authorization levels, flash rolls which exceed the current authorization level, and supplemental funding allocations. Coordinates approval for reverse undercover cases, requests for utilization of eavesdropping equipment, and the supply of drug samples for its drug type and geographical area.

Domestic and International Operations Units

1. Monitors the drug type enforcement programs for its geographic area. Provides advice and assistance to field offices regarding program operations and activities.
2. Provides detailed enforcement input for the work plans and priority objectives in its drug type for field offices within its geographic area. Provides program guidance to the field offices as necessary.
3. Identifies, in coordination with Headquarters and field management, major drug type investigations and other necessary activities for its geographic area. Monitors operational activities to identify cases having major conspiracy potential, i.e., warranting a Special Enforcement Operations (SEO) effort.
4. Monitors and assesses field office investigative needs and resource requirements, and controls investigative resources to include fiscal, technical, and personnel resources allocated to field offices.
5. Monitors the effectiveness of field enforcement, intelligence, and other operational activities for its drug type, focusing on the degree of conformance with work plans and priority objectives.
6. Identifies requirements for intelligence support and recommends the utilization of intelligence resources. Ensures coordination with the corresponding operational intelligence drug unit in order to provide timely and effective support for major investigations and other activities in its drug type and geographical area, and monitors the effectiveness of intelligence support efforts.
7. Recommends the approval of field G-DEP submissions, per investigation and per informant expenditures which exceed current authorization level, flash rolls which exceed the current authorization levels, and supplemental funding allocations. Processes requests for reverse undercover cases, drug samples for its drug type and geographic area, and the utilization of electronic eavesdropping equipment.
8. Plans and executes Special Enforcement Operations (SEO) efforts in coordination with field management and other Headquarters elements.
9. Assesses requests for resource enhancements for priority investigations and provides recommendations for approval or disapproval.

Cannabis Investigations Section

1. Directs the DEA worldwide program with respect to investigative activities for its drug type in order to ensure coordination among all Headquarters and field Operations elements.
2. Coordinates the development of detailed work plans and priority objectives by specific drug type in order to ensure consistency among all Headquarters and field Operations elements, conformance to DEA policies and goals, and responsiveness to legal requirements.
3. Participates, in coordination with the Management Staff and other appropriate DEA elements, in studies of its drug type enforcement programs and activities to evaluate effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness, and suitability for implementation.
4. Conducts close liaison with Headquarters and field Operations elements to ensure a comprehensive overview of all major investigative, intelligence, and supply reduction operations and other major activities.
5. Initiates, in coordination with Headquarters and field management, major drug type investigations and other necessary activities for its area. Reviews operational activities to identify cases having major conspiracy potential, i.e., warranting a Special Enforcement Operations (SEO) effort, and plans and executes SEO efforts in coordination with field management and other Headquarters elements.
6. Reviews and appraises field office investigative needs and resource requirements, and controls investigative resources to include fiscal, technical, and personnel resources allocated to field offices.
7. Reviews the effectiveness of field enforcement, intelligence, and other operational activities for its drug type, focusing on the degree of conformance with work plans and priority objectives. Reviews requests for resource enhancements for priority investigations, and provides recommendations for approval or disapproval.
8. Provides approval for field G-DEP submissions, per investigation and per informant expenditures which exceed current authorization levels, flash rolls which exceed the current authorization level, and supplemental funding

allocations. Coordinates approval for reverse undercover cases, requests for utilization of eavesdropping equipment, and the supply of drug samples for its drug type and geographical area.

9. Identifies requirements for intelligence support and recommends the utilization of intelligence resources. Ensures coordination with the corresponding operational intelligence drug unit in order to provide timely and effective support for major investigations and other activities in its drug type and geographical area, and monitors the effectiveness of intelligence support efforts.

10. Manages the DEA Marihuana Eradication Program to include program planning, providing assistance to field offices regarding program operations, and maintaining program statistics and other data to ensure effective program management.

Dangerous Drugs Investigations Section

1. Directs the DEA worldwide program with respect to investigative activities, excluding diversion investigations, for its drug type in order to ensure coordination among all Headquarters and field Operations elements.
2. Coordinates the development of detailed work plans and priority objectives by specific drug type in order to ensure consistency among all Headquarters and field Operations elements, conformance to DEA policies and goals, and responsiveness to legal requirements.
3. Participates, in coordination with the Management Staff and other appropriate DEA elements, in studies of its drug type enforcement programs and activities to evaluate effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness, and suitability for implementation.
4. Conducts close liaison with Headquarters and field Operations elements to ensure a comprehensive overview of all major investigative, intelligence, and supply reduction operations and other major activities.
5. Initiates, in coordination with Headquarters and field management, major drug type investigations and other necessary activities for its area. Reviews operational activities to identify cases having major conspiracy potential, i.e., warranting a Special Enforcement Operations (SEO) effort, and plans and executes SEO efforts in coordination with field management and other Headquarters elements.
6. Reviews and appraises field office investigative needs and resource requirements, and controls investigative resources to include fiscal, technical, and personnel resources allocated to field offices. Reviews requests for resource enhancements for priority investigations and provides recommendations for approval or disapproval.
7. Reviews the effectiveness of field enforcement, intelligence, and other operational activities for its drug type, focusing on the degree of conformance with work plans and priority objectives.
8. Provides approval for field G-DEP submissions, per investigation and per informant expenditures which exceed current authorization levels, flash rolls which exceed the current authorization level, and supplemental funding

allocations. Coordinates approval for reverse undercover cases, requests for utilization of eavesdropping equipment, and the supply of drug samples for its drug type and geographical area.

9. Identifies requirements for intelligence support and recommends the utilization of intelligence resources. Ensures coordination with the corresponding operational intelligence drug unit in order to provide timely and effective support for major investigations and other activities in its drug type and geographical area, and monitors the effectiveness of intelligence support efforts.

10. Establishes and maintains working relations with the Diversion Operations Section of the Office of Diversion Control to insure coordination in matters of mutual interest.

Investigative Support Section

1. Directs investigative support programs which include airport, liaison, passport, fugitive, informant, aviation, state and local task force, technical operations, Title III, polygraph, and organized crime activities to ensure coordination among Headquarters and field Operations elements.
2. Develops investigative support programs in the functional areas specified above to ensure conformance to DEA policies and goals, and responsiveness to the requirements of law.
3. Conducts a continuing review of the overall investigative support effort to identify significant gaps and deficiencies. Reviews and approves policy statements and other appropriate reports which relate to investigative support programs.
4. Conducts liaison with the Management and International Programs Staffs; Offices of Intelligence, Diversion Control, and Training; drug investigations sections; domestic and international field offices; other DEA elements, and private and Federal organizations concerning matters related to investigative support programs and activities.

Aviation Unit

1. Operates the DEA aviation program in order to maintain adequate levels of qualified Special Agent pilots and suitable aircraft to meet the support requirements of operations elements in a timely fashion.
2. Prepares aviation program plans and objectives to assure that operation needs can be met in a timely fashion.
3. Provides aircraft of the categories, classes and types needed to support operations elements and provides funds, personnel and equipment for aviation maintenance and other support.
4. Provides supervision for all full-time Special Agent pilots, and identifies criteria for the selection, training and testing of Special Agent pilots; and maintains DEA aircraft to ensure safe and effective operation.
5. Operates a data reporting and processing management system to ensure the effective placement and utilization of resources.
6. Coordinates with operational elements to provide guidance and assistance regarding program goals and operations. Ensures that operational needs are met and that priorities are determined in the event of multiple requirements.

Technical Operations Unit

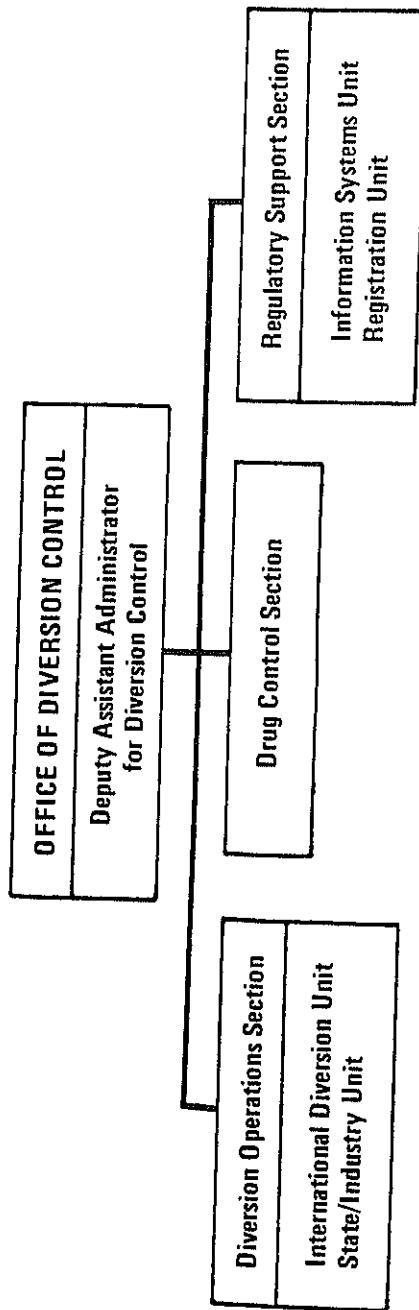
1. Operates the DEA Technical Operations Program to include investigative equipment and radio communications. Coordinates the deployment of equipment to ensure adequate levels of support for field offices.
2. Prepares investigative equipment and radio communications program plans and objectives. Provides guidance to field offices regarding program goals.
3. Coordinates the maintenance of technical investigative equipment to include providing program procedures and standards, preparing a complete inventory of all DEA equipment, and compiling equipment usage reports.
4. Coordinates requirements for the development of new technical equipment or the modification of existing technical equipment with the Office of Science and Technology, when these requirements exceed the capability of the Technical Operations Unit and field technical operations offices. Participates in the testing and evaluation of new operational field equipment and systems.
5. Prepares standardized technical investigative equipment modules for DEA field personnel and standard techniques for use of such equipment. Coordinates the applications for and assignment of all radio frequencies for DEA.
6. Maintains liaison with other DEA elements, and private and other Federal organizations on matters related to the investigative equipment and radio communications programs.

OFFICE OF DIVERSION CONTROL

1. Acts as the principal advisor to the Assistant Administrator for Operations, Deputy Administrator, and the Administrator on all matters pertaining to the formulation, direction and coordination of worldwide programs associated with the diversion of legally produced substances.
2. Directs the worldwide DEA diversion control program to include diversion investigations, domestic and international diversion control, registration, voluntary compliance, state assistance, industry liaison, and associated support programs.
3. Formulates detailed diversion control input for the work plans and priority objectives of appropriate domestic and international offices. Coordinates implementation and maintenance of diversion control programs.
4. Reviews the effectiveness of DEA worldwide and individual field office diversion control programs to ensure that these programs are responsive to the diversion control mission of DEA and the requirement of the law.
5. Formulates additional legislation and regulations to curtail the diversion of controlled substances from the legitimate chain of distribution.
6. Formulates and coordinates the activities of the district offices in all matters relating to the diversion control program area.
7. Participates, in coordination with the Management Staff and appropriate DEA elements, in studies of diversion control programs and activities to assess effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness and suitability for implementation.
8. Acts as the program manager for the formulation of career development patterns for all Compliance Investigators. Identifies and assesses technical training needs for Compliance Investigators requiring specialized skills. Directs the assignment of Compliance Investigators within delegated authority.
9. Acts as the representative of DEA at international organizations and meetings concerned with control of legitimate drugs and in diplomatic initiatives designed to ensure appropriate controls.



U.S. Department of Justice
Drug Enforcement Administration



Diversion Operations Section

1. Manages a closed system of legitimate controlled substances distribution to curtail the diversion of these drugs to illicit traffic. Sets overall policy and program priorities regarding diverted drugs, and approves investigative activities.
2. Plans and develops programs for all diversion investigative efforts, and state and industry relations. Develops programs for mandatory annual investigations of drug wholesalers, state and Federal diversion investigations of controlled substances, and initiation of administrative or legal proceedings against violations by drug handlers and industry. Designates official to perform Administrative Hearing Officer functions when registrants have been cited pursuant to CSA Sections 505 and 513.
3. Reviews and appraises field office investigative needs and resource requirements for diversion activities, and controls investigative resources allocated to field offices.
4. Plans and designs programs for the management of annual CSA mandatory investigations, the distribution of controlled substances, and the monitoring of field activities. Denies or revokes applications for registration. Reviews the importation, exportation, production, and wholesale distribution of controlled substances.
5. Develops and manages programs to promote self regulation and self enforcement among regulated industries and professions, and maintains active liaison with these groups.
6. Coordinates state and local diversion activities and programs with counterpart activities of the Federal Government. Develops and controls programs which coordinate counterpart state and foreign diversion activity and foster cooperative programs with DEA.
7. Reviews and appraises district office programs accomplishments against established goals and objectives. Initiates changes in district office priorities, goals, and programs. Provides advice, assistance, and control regarding diversion program development and field office activities.
8. Reviews district office work plan objectives to accomplish program objectives. Approves categorization of all Category I and II firms and approves G-DEP I and II classifications under TRIP.

9. Develops programs to prevent the diversion of international shipments of legitimate drugs. Manages Advisors on Compliance and Regulatory Matters (ACRMs) and develops new activities by foreign geographic area required to accomplish the program, mission, and priorities of the ARCMs. In coordination with the International Programs Staff, provides diversion control reports to the United Nations which are required by international treaties.

10. Initiates requirements for intelligence support and recommends the utilization of intelligence resources. Ensures coordination with the corresponding operational intelligence drug unit in order to provide timely and effective support for major investigations and other activities in its drug type and geographical area.

11. Establishes and maintains working relations with the Dangerous Drug Section to insure coordination in matters of mutual interest.

International Diversion Unit

1. Prepares program work plans and priority objectives for international activities, and monitors and coordinates the activities of the foreign-based Advisors on Compliance and Regulatory Matters (ACRMs). Identifies new activities as geographic areas of concentration and provides major case monitoring of investigations involving pharmaceutical diversion.
2. Identifies and performs, in coordination with the International Programs Staff, diplomatic initiatives to prevent the international diversion of legitimate pharmaceuticals affecting or potentially affecting the U.S. Operates as point-of-contact and coordinates international information and diversion control activity with domestic counterparts.
3. Operates a resource unit for information regarding international pharmaceutical production and distribution information, and the controls in place by other nations to prevent diversion.
4. Performs import/export reporting activities and programs resulting from legislation and international treaties.
5. Prepares the budget for all activities and programs related to international diversion of legitimate drugs. Approves and allocates funds for operational activities by district offices concerned with intercepting and preventing attempts of international diversion.
6. Assesses program objectives, priorities and field implementation of these programs. Recommends necessary changes in programs and objectives based on these evaluations.

State/Industry Unit

1. Operates and coordinates programs to assist state and local regulatory and enforcement groups in improving efforts to curtail diversion of legitimately manufactured controlled drugs at the retail level.
2. Assists counterpart state agencies in preparing complementary regulatory laws, procedures and investigations.
3. Assesses and prepares responses to all correspondence submitted by industry, other Federal agencies or district offices relative to policy, interpretations or waivers of regulations.
4. Plans, prepares and implements long range educational and diversion programs to promote, encourage and support voluntary compliance by the regulated industry and professions through their trade and professional associations. Establishes goals and objectives for the agency's Registrant Voluntary Compliance Program and coordinates drug law informational programs for national, state and local professional associations.
5. Operates programs to review and revise DEA policy and controlled substance regulations and to disseminate standard methods, procedures and policy to the field.
6. Maintains liaison with and assists other Federal agencies in instituting procedures and programs which comply with DEA regulations.
7. Prepares and monitors theft prevention programs.

Drug Control Section

1. Conducts in-house studies and evaluations pertaining to all aspects of drug control, including the development of methodologies to predict, confirm, and sustain the abuse potential of substances and combinations of substances.
2. Initiates studies to increase and apply scientific knowledge concerning the scheduling and rescheduling of controlled substances.
3. Reviews, appraises, and summarizes published information from the world scientific literature and from information sources within DEA, as well as other Federal, state and local sources. Interprets and organizes the information, and develops reports to support decisions on the scheduling of drugs under the provision of the Controlled Substances Act.
4. Analyzes necessary information from the Department of Health and Human Services, industry and other sources to establish annual production and procurement quotas for all Schedule I and II Controlled Substance.
5. Provides basic scientific information that guides, supports, and sustains specific positions with regard to the international control of each abusable drug under treaty provisions of the World Health Organization.
6. Provides basic information and recommendations for decisions bearing upon drug scheduling petitions, including determination of the status of controlled, excepted, excluded, or exempted drugs and drug products.
7. Provides scientific information on drugs to all elements of the Drug Enforcement Administration.
8. Distributes drug control information and provides appropriate scientific guidance and assistance to law enforcement agencies, health-research oriented groups, and the scientific community.
9. Conducts liaison with the Department of Health and Human Services, and other domestic and international agencies having similar scientific and regulatory programs. In coordination with the International Programs Staff, represents DEA at national and international conferences pertinent to drug regulatory programs.

Regulatory Support Section

1. Develops and manages the regulatory support programs of the Office of Diversion Control.
2. Manages the DEA registration program.
3. Initiates and develops new systems and programs as requirements are identified to support the regulatory program.
4. Initiates studies to identify and develop new programs as well as to enhance existing ones, and recommends relevant studies utilizing DEA or outside resources.
5. Conducts liaison with other governmental agencies on a national and international basis concerning regulatory support programs.
6. Manages the national and international reporting activities of the DEA Regulatory Support Program resulting from legislation and international treaties.

Information Systems Unit

1. Operates programs for gathering drug abuse and diversion data and related information for the purpose of monitoring patterns and trends, and identifying drugs of abuse, relative to the overall drug problem.
2. Collects, compiles and maintains current and historic drug information data banks, and manages the DEA Early Warning System to provide scientific data and interpretation on drug abuse.
3. Maintains and monitors the collection, data processing and quality control of the ARCOS reporting system for drug distribution in the United States. Assists in the identification of potential drug diverters.
4. Distributes drug and diversion information and statistics through a variety of routine and special reports to international organizations, DEA and other Federal and state agencies, professional associations and industry organizations.
5. Provides technical advice and assistance to other Federal and state organizations, foreign representatives and international organizations regarding the design, development and implementation of drug information systems.
6. Provides expertise to DEA regarding overall drug information available via the Investigational New Drug (IND) and the New Drug Application (NDA) procedures.
7. Operates and monitors a computerized reporting system of transactions of wholesale distributors, manufacturers, importers and exporters involving selected controlled substances.
8. Participates in the formulation of new legislation and changes to existing legislation relative to Federal or state drug regulations.

Registration Unit

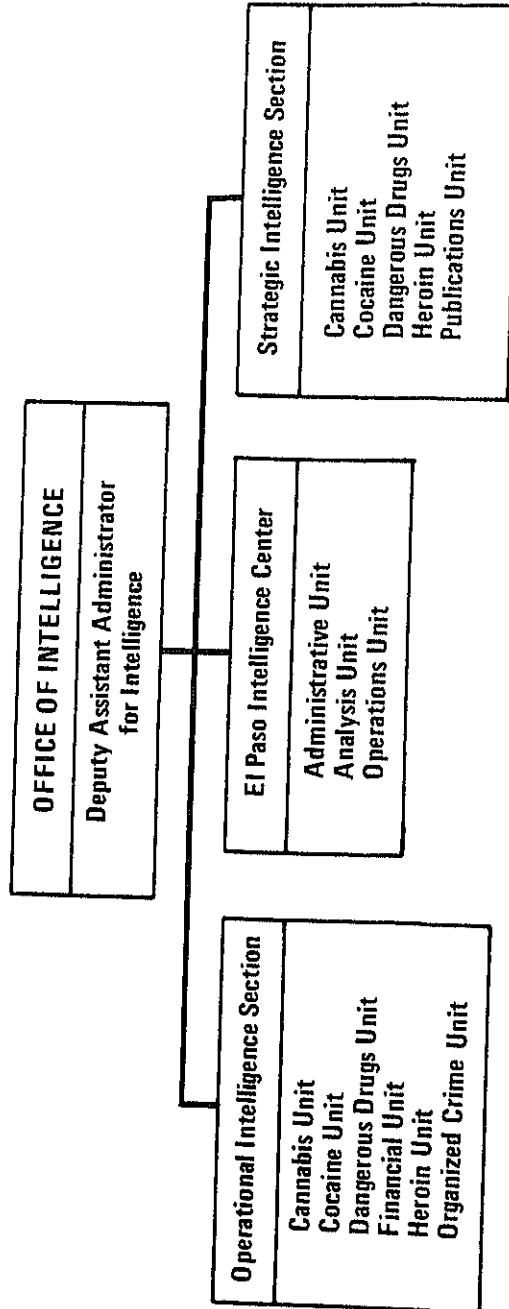
1. Performs the processing of new and annual registration for handlers of controlled substances; issues order forms; answers inquiries on registration and registrant data; coordinates and processes actions to deny or revoke registration; and approves new applications for registration.
2. Monitors the collection of CSA registration fees; processes and maintains registration records of drug registrants; provides certification of documents for legal proceedings.
3. Coordinates the approval/denial of all Schedule I Researcher applications and Narcotic Treatment Program applications with the Food and Drug Administration.
4. Monitors all new applications for registration to include recommending approval or disapproval, pending the receipt of additional information.
5. Coordinates the publication in the Federal Register of the proposed registration of bulk manufacturers and importers in Schedule I and II.
6. Distributes information concerning registrant status and statistics to other DEA elements, Federal, state and local law enforcement and drug regulatory agencies.
7. Identifies areas for enhancement of all registration activities and prepares and recommends plans for implementing enhancements and improvements.

OFFICE OF INTELLIGENCE

1. Acts as the principal advisor to the Assistant Administrator for Operations on all matters pertaining to the formulation, direction, and coordination of worldwide intelligence programs and interchange systems.
2. Directs, in coordination with key Headquarters and field Operations elements, the DEA worldwide intelligence program. Provides advice and assistance to field offices regarding program operations.
3. Formulates operational and strategic intelligence input for the work plans and priority objectives of domestic and international field offices.
4. Determines short and long-range intelligence requirements for DEA elements, and directs activities and programs to fulfill such requirements.
5. Directs a continuing review of the overall U.S. narcotics intelligence effort to determine significant gaps and deficiencies in analysis, production and dissemination of foreign and domestic intelligence and related data.
6. Acts as the chairman of the National Narcotics Intelligence Consumers Committee (NNICC) and works closely with Federal, state, and local departments; associated industry officials; and of intelligence developments and to increase efficiency in the collection, analysis, and dissemination of intelligence data.
7. Participates, in coordination with the Management Staff and other appropriate DEA elements, in studies of intelligence programs and activities to determine effectiveness, improve efficiency, and ensure proper direction. Reviews study findings and recommendations to ensure accuracy, completeness, and suitability for implementation.
8. Acts as the program manager for the formulation of career development patterns for all Intelligence Analysts. Identifies and assesses technical training needs for requiring specialized skills. Directs the assignment of Intelligence Analysts within delegated authority.



**U.S. Department of Justice
Drug Enforcement Administration**



Operational Intelligence Section

1. Appraises needs and develops priorities in coordination with the drug investigations sections and the Diversion Operations Section, and initiates DEA intelligence criteria and requirements for operational intelligence programs targeted against international and domestic drug traffickers and their organizations engaged in the production, transportation, and distribution of controlled substances.
2. Reviews requests for operational intelligence support from other Headquarters and field Operations elements, and coordinates the utilization of intelligence resources.
3. Analyzes intelligence data for integration into the overall DEA enforcement strategy.
4. Conducts appropriate coordination with other law enforcement and intelligence agencies to foster the exchange of operational intelligence information. Promotes intelligence exchange programs for appropriate domestic and foreign offices.
5. Analyzes all source intelligence data related to specific cases in order to identify major criminal drug violator organizations and key personnel.
6. Reviews Special Field Intelligence Program requests for intelligence support, provides recommendations to the Deputy Assistant Administrator for Intelligence, and monitors these special programs to ensure conformance with stated objectives.
7. Develops detailed operational intelligence input for the work plans and priority objectives of domestic and international field offices. Provides guidance and reviews program effectiveness.

Heroin, Cocaine, Cannabis and Dangerous Drugs Units

1. Identifies traffickers and their organizations which are engaged in the production and distribution of controlled substances and monitors their activities from source of supply through distribution networks into the United States.
2. Provides intelligence support in the form of intelligence file reviews (IFR), case analyzes (CA), and specific operational leads on drug traffickers or their associates to appropriate enforcement elements as requested by field offices and the Operations Division.
3. Collects, collates, and assesses all source information related to specific cases and dealing with drug movement, major criminal drug violator organizations, and key personnel. Disseminates intelligence to appropriate operations elements.
4. Identifies operational intelligence gaps and coordinates long and short-term intelligence probes to fulfill these needs, in concert with DEA priorities.
5. Recommends and monitors Special Field Intelligence Programs to meet intelligence and investigate operational needs, in coordination with appropriate field and Headquarters investigative elements.
6. Prepares unit input for the work plans and priority objectives of domestic and international field offices. Provides guidance and assesses program effectiveness.

Organized Crime Unit

1. Identifies organized crime figures and their organizations which are engaged in the production and distribution of controlled substances and monitors their activities from source of supply through distribution networks in the United States.
2. Provides intelligence support in the form of Major Organization Reports (MOR's), trafficker profiles and specific operational leads on organized crime drug traffickers or their associates to appropriate enforcement elements as requested by field offices and the Operations Division.
3. Collects, collates, and assesses all source information related to cases involving organized crime and dealing with drug movement on a worldwide basis and disseminates intelligence to appropriate enforcement operational elements.
4. Identifies operational intelligence gaps and coordinates long and short-term intelligence probes to fulfill these needs, in concert with DEA priorities.
5. Recommends and monitors Special Field Intelligence Programs to meet intelligence and investigative operational needs, in coordination with appropriate field and Headquarters investigative elements.
6. Prepares detailed operational intelligence input for the work plans and priority objectives of domestic and international field offices. Provides guidance and assesses program effectiveness.

Financial Unit

1. Provides operational and strategic intelligence support to the financial investigative program. Identifies, prepares, and recommends short and long-term financial intelligence requirements.
2. Prepares profiles of financiers and organizations involved with significant amounts of assets derived from drug trafficking. Tracks the movement, amount, and type of drug-related profits from source to consumer areas. Identifies the methods used to conceal, transfer, invest, and launder related profits. Assesses the socio-economic impact of drug related profits on source, transit, and consumer areas or countries.
3. Monitors current and proposed banking and currency laws of the United States and safehaven countries to identify areas where changes in laws or negotiation of treaties could neutralize their appeal to drug traffickers as financial havens.
4. Plans initiatives to include the evaluation and monitoring of Special Field Intelligence Programs, targeted towards or having the major objective of providing financial intelligence information.
5. Maintains continuing liaison with other Government agencies and private sector institutions whose resources or expertise can enhance financial intelligence research and analysis.
6. Prepares detailed operational intelligence input for the work plans and priority objectives of domestic and international field offices. Provides guidance and assesses program effectiveness.

Strategic Intelligence Section

1. Manages the publication of strategic intelligence assessments, studies, reports and estimates from both overseas and domestic sources, in support of DEA's statutory intelligence and enforcement missions.
2. Reviews requests for strategic intelligence support from Headquarters and field Operations elements and coordinates the utilization of intelligence resources.
3. Appraises strategic intelligence requirements, and develops, maintains, and operates appropriate programs in support of the DEA mission. Reviews and analyzes collection efforts in response to validated collection requirements.
4. Reviews significant gaps and deficiencies in intelligence collection efforts, and develops the necessary collection requirements to eliminate gaps and correct deficiencies.
5. Conducts appropriate coordination with other law enforcement and intelligence agencies to foster the exchange of strategic intelligence information.
6. Participates as Executive Secretary to the National Narcotics Intelligence Consumers Committee (NNICC).
7. Develops detailed strategic intelligence input for the work plans and priority objectives of domestic and international field offices. Provides guidance and reviews program effectiveness.

Heroin, Cocaine, Cannabis and Dangerous Drugs Units

1. Assesses the international and domestic strategic drug situation based on the utilization and integration of information from a variety of sources including indicator systems, investigative documentation, rehabilitation and treatment programs, inter-agency analysis and on-site assessment to detect evolving trends in trafficking, abuse and availability of the drug type.
2. Identifies short and long-range strategic intelligence requirements and assesses intelligence collected to identify gaps and deficiencies. Implements programs and procedures to ensure effective data collection and analysis.
3. Operates and assesses certain indicator programs to meet strategic intelligence needs in critical target areas.
4. Prepares periodic and ad hoc strategic intelligence assessments, summarizing and evaluating worldwide trends in narcotic availability and trafficking.
5. Prepares unit input for the work plans and priority objectives of domestic and international field offices. Provides guidance and reviews program effectiveness.

Publications Unit

1. Prepares periodic and ad hoc intelligence publications for national and international distribution, and summarizing, evaluating and/or identifying trends in worldwide narcotic and dangerous drug developments.
2. Plans, in concert with the National Narcotics Intelligence Consumers Committee (NNICC), procedures to facilitate interagency planning, scheduling and logistical support for the development of continuing and ad hoc intelligence requirements and the production of joint estimates.
3. Represents the NNICC in meetings to coordinate such requirements with appropriate elements of the U.S. and foreign intelligence community.
4. Provides the necessary management and production capabilities to publish and distribute issuances of the NNICC. Participates as secretariat to the NNICC, maintaining the Committee's files and records of proceedings.
5. Maintains liaison with Federal, state and local agencies on matters affecting the production of strategic intelligence publications. Maintains an awareness of the strategic intelligence needs of these agencies.
6. Monitors all major intelligence reports to assure consistency with previously published information, full use of available information, and effective presentation.

El Paso Intelligence Center

1. Provides continuous, 24-hour intelligence support pertaining to the domestic and international movements of drugs and traffickers. Assists, as appropriate, all DEA offices and other U.S. border area law enforcement agencies.
2. Manages a communications center with the capabilities of a tactical command center system for selected operations.
3. Conducts liaison and develops close working relationships with all DEA offices, Immigration and Naturalization Service, U.S. Customs Service, U.S. Coast Guard, Federal Aviation Administration, U.S. Marshals Service, Bureau of Alcohol, Tobacco and Firearms, Federal Bureau of Investigation, Internal Revenue Service, and other Federal, state and local agencies, and foreign authorities in order to evaluate the effectiveness of ongoing programs and intelligence products.
4. Assists anti-air, land and sea drug enforcement programs by providing real-time response to aid in investigations involving air, land, or sea smuggling of narcotics.
5. Analyzes information collected by all sources dealing with drug violations to detect areas where intelligence is needed and to analyze and disseminate the information to enforcement agencies.
6. Develops and integrates analyses provided by field and Headquarters intelligence elements. Produces and disseminates periodic situation and strategic air and ground intelligence reports to all DEA elements and other appropriate Federal and state agencies.
7. Initiates requests to participating agencies for data in response to program or intelligence gaps.

Administrative Unit

1. Provides personnel, fiscal, and administrative support to include space and facilities management, Freedom of Information/Privacy Act functions, supply acquisition and control, statistical support, records management, and property control, including loaned property from other agencies.
2. Operates a word processing center which edits and puts in final format EPIC publications, such as weekly briefs, special reports, statistical tables, charts, and general correspondence.
3. Provides clerical and administrative support for personnel assigned other Federal agencies.
4. Maintains DEA NADDIS records from lookouts and other documentation provided by the Operations and Analysis Sections.

Analysis Unit

1. Prepares and distributes the EPIC Weekly Brief to expedite the interchange of drug movement intelligence data among Federal and state investigative agencies.
2. Prepares select reports detailing methods of operation, membership, vulnerabilities and areas of drug movement, distribution and operations of trafficking organizations.
3. Provides intelligence exchange and analytical support to EPIC member agencies on a quick-response basis.
4. Provides operational planning and follow-up evaluation for special interdiction operations.
5. Provides review and quality control for EPIC data bases.

Operations Unit

1. Identifies and operates drug-related information by subject, aircraft, vessel or vehicle at the request of inquiring agency.
2. Distributes on a timely basis all intelligence reported or obtained concerning drug movement to subscriber agencies or to the investigative elements requesting the information.
3. Prepares indices for all pertinent information obtained to ensure retrievability and provide data base information for EPIC analysis as required. Maintains a comprehensive record system of other agency referrals.
4. Provides information to support "probable cause" for search and seizure requests.
5. Maintains continuous, 24-hour contact with other agencies for immediate or call-back assistance.
6. Provides continuous, 24-hour intelligence support pertaining to the domestic and international movements of drugs and traffickers. Assists, as appropriate, all DEA offices and other U.S. border area law enforcement agencies; and supports anti-air, land and sea smuggling programs and investigative activities.

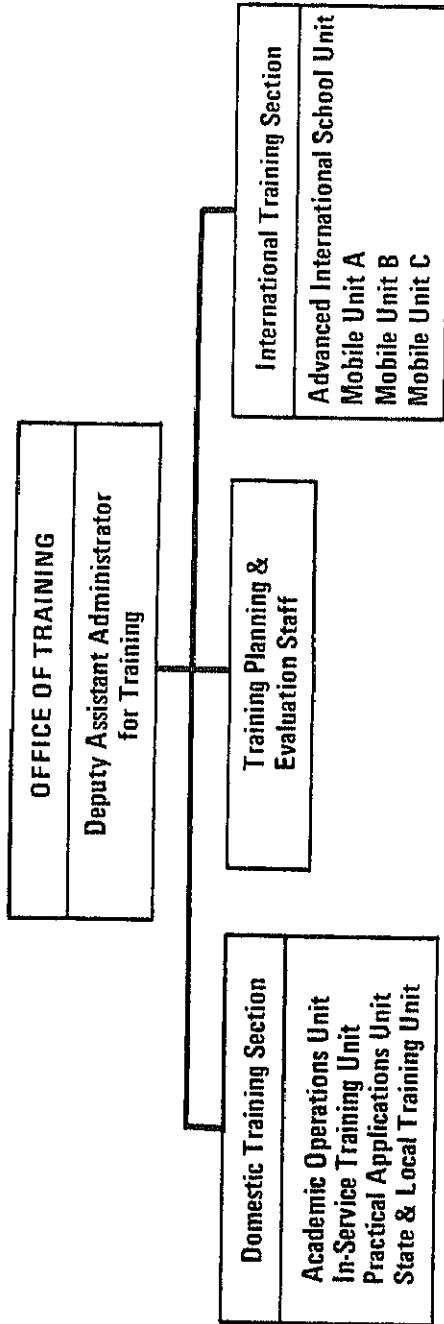
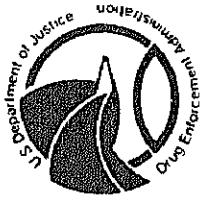
OFFICE OF TRAINING

1. Acts as the principal advisor to the Assistant Administrator for Operations on all matters pertaining to DEA training which include entry level, in-service, advanced, special skills, supervisory and mid-level management training, executive level training, noncore employee training and specialized training for DEA personnel worldwide and appropriate domestic and foreign police agencies.
2. Formulates and administers DEA policy pertaining to domestic and international needs in drug law enforcement training. Coordinates the establishment of training priorities with appropriate DEA elements and provides training quotas for domestic and foreign participation in DEA training programs. Determines resource and curricular requirements and provides evaluation of each program conducted.
3. Directs training schools and courses to provide training on a continuing basis for DEA, other Federal, state, local, and foreign law enforcement personnel.
4. Provides instruction in drug law investigative techniques and criminal justice statutes; and directs the instruction of technical subjects such as pharmacology and forensic chemistry.
5. Directs on-site visits to directly evaluate field implementation of programs and activities.
6. Coordinates with key DEA personnel to provide for identification and delivery of specialized training programs for Special Agents, Compliance Investigators, and Intelligence Analysts.
7. Coordinates with key officials of other Federal law enforcement agencies, heads of state and local police agencies, and appropriate DEA elements to determine domestic and international training program requirements and objectives.
8. Provides continuous assessment of program accomplishments against established goals and objectives and determines changes in goals and priorities as appropriate.
9. Formulates DEA firearms training standards and procedures.



U.S. Department of Justice

Drug Enforcement Administration



Training Planning and Evaluation Staff

1. Advises the Deputy Assistant Administrator of the Office of Training on operational policies, plans, formulation of long-term objectives and identification of major policy issues. Provides staff studies, special projects and responses for submission by the Office of Training, the Assistant Administrator for Operations or the Administrator to other elements of DEA, agencies of the Federal, state and local Governments, and foreign Governments.
2. Manages activities related to identification of training needs, development of new programs, modification of curricula and instructional strategy, and development of program schedules and review of schedules developed by program managers.
3. Manages in coordination with office section chiefs, the Office of Training's detailed operational plans. Develops training schedules for review and approval by the Deputy Assistant Administrator for the Office of Training. Provides assistance and guidance in the development of domestic and international training budgets.
4. Coordinates the allocation and utilization of resources, and the procurement of facilities and instructional support from sources other than the Office of Training.
5. Develops and controls in-house evaluation systems for programs conducted by the Office of Training. Identifies program strengths and weaknesses and develops recommendations for remedial action as needed.

Domestic Training Section

1. Manages the entry level, advanced, and special skills training programs for DEA Special Agents, Compliance Investigators and Intelligence Analysts.
2. Manages the drug law enforcement specialization programs for state, local and other Federal law enforcement personnel.
3. Manages the development and administration of executive development, in-service, supervisory and mid-level management, foreign language, legal instruction, and career development training programs for DEA personnel worldwide.
4. Reviews and appraises instruction provided by the Federal Law Enforcement Training Center (FLETC) staff in the core curriculum Criminal Investigators School, physical training programs and firearms training programs.
5. Reviews evaluations regarding the competence and performance of trainees with respect to the retention and application of technical skills and knowledge, and recommendations concerning their retention or dismissal.
6. Develops, controls and evaluates academic and practical training programs, and provides assistance in identifying training needs or revising existing training programs.
7. Coordinates Domestic Training Section liaison with DEA organizational elements and other enforcement and related agencies and organizations.
8. Develops firearms training standards and procedures and monitors training at Glynco, Georgia.
9. Conducts ongoing review of technological improvements in firearms and protective devices and assesses the suitability of new products for DEA use.
10. Evaluates the substantive content of videotapes and other audiovisual communications for DEA training programs.

Academic Operations Unit

1. Provides follow-on training programs for Special Agents, including the full range of criminal investigative responsibilities.
2. Monitors FLETC training programs involving DEA employees for the first 8 weeks of entry level Special Agent training.
3. Provides the DEA entry level training programs for Compliance Investigators to fulfill the regulatory functions of the Controlled Substances Act.
4. Provides the DEA entry level training programs for Intelligence Specialists.
5. Provides a program of selective and advanced skills training for DEA Agents, Compliance Investigators, and Intelligence Analysts.
6. Provides developmental guidance and instruction in specialized areas to FLETC and other agency conducted training programs as requested.
7. Performs continuous analysis of the competence of trainees with respect to technical skills knowledge and the application of skills to practical exercise situations.

Practical Applications Unit

1. Prepares and executes training exercises to provide experience in case development, surveillance, undercover operations, informant development, mechanics of arrest and handcuffing, techniques of search and seizure, evidence handling, and other related specialized skills.
2. Monitors the physical training and firearms instruction provided by FLETC to DEA programs.
3. Provides instructions in radio and covert communications and the use of electronic surveillance aids; provides maintenance training on the equipment involved.
4. Performs continuous analysis of the competence of trainees with respect to technical skills knowledge and the application of skills to practical exercise situations.

State and Local Training Unit

1. Prepares and operates drug law enforcement training programs for domestic police officers representing other Federal, state and local agencies.
2. Provides programmatic direction and control over state and local training programs conducted by field offices through the allocation of fiscal resources, setting of priorities, and the determination of the types, quantity and location of state and local training programs.
3. Provides instructional and material assistance to state and local training officers in field offices.
4. Maintains liaison with DEA organizational elements and with other Federal, state and local agencies to identify needs for additional training or to revise existing training programs.
5. Performs continuous analysis of the competence and performance of trainees with respect to technical skills knowledge and the application of skills to practical exercise situations.

In-Service Training Unit

1. Operates in-service career development training program for all DEA employees. Provides assistance to program managers in identifying training needs, revising existing programs, and coordinating interagency and nonGovernment training programs.
2. Operates training programs which include instructional packages for distribution through the In-Service Individualized Training and Testing (ISITT) program, career training objectives for core occupation employees, and on-the-job training programs for newly appointed Agents during their probationary periods.
3. Provides for the development and coordination of specialized programs which include intelligence collection seminars, investigative equipment training, supervisory and mid-level management training, and forensic science instruction for DEA personnel and state, local, and other Federal agencies.
4. Plans and operates the executive training program. Arranges for extension and advanced training in management sciences and public administration.
5. Coordinates foreign language training for employees to be assigned to overseas posts.
6. Maintains, in coordination with the Office of Information Systems, an automated data processing system for the input and retrieval of data concerning training received by DEA employees. Certifies that training received is in accordance with established guidelines and provides assistance in identifying training needs.
7. Maintains liaison with other DEA organizational elements and other enforcement related agencies and organizations to identify training needs.

International Training Section

1. Manages specialized narcotics and dangerous drug law enforcement and intelligence training programs for foreign police officials in the United States and overseas.
2. Coordinates with the International Programs Staff, and other Federal and foreign Government officials, in developing international training programs.
3. Coordinates with U.S. and foreign Government officials to develop, schedule and conduct international training programs.
4. Designs, develops and provides customized instructional aids and materials for the foreign training programs.
5. Initiates and develops liaison with DEA officials, officials of other Federal agencies, and appropriate law enforcement officials of foreign nations to identify drug enforcement training needs.
6. Represents DEA as a member of the Interagency Working Group on training for international narcotics control.

Advanced International School Unit

1. Prepares and operates the five-week Advanced International School for foreign police officials in the United States.
2. Prepares and operates the detailed class presentations and overall course content for the training program.
3. Assists in coordination and planning of schools with appropriate DEA elements, foreign officials, and the U.S. Department of State in order to identify additional training needs.
4. Operates and coordinates International Drug Enforcement Association (IDEA) Conferences and Forensic Chemist Seminars for foreign scientists.

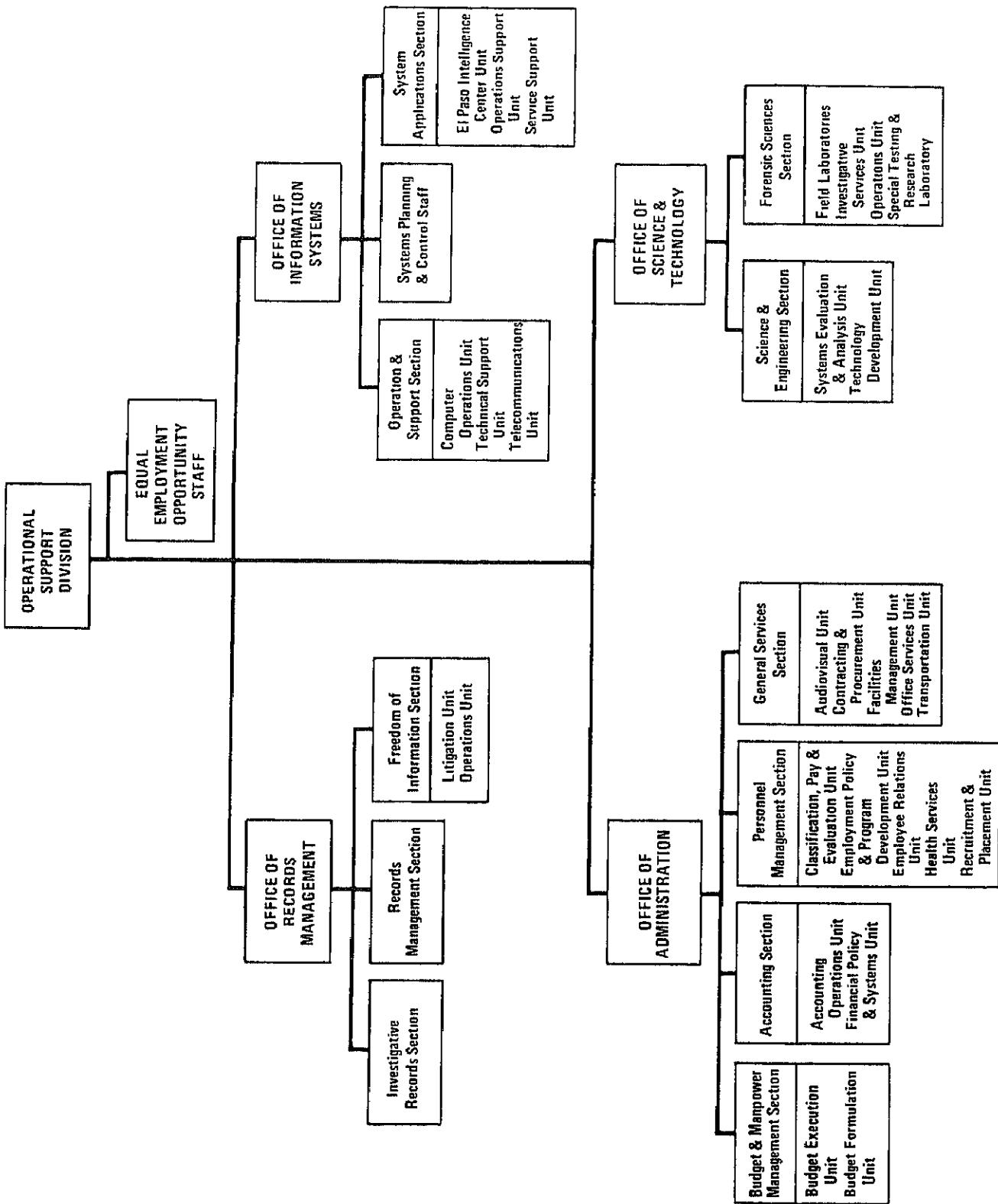
Mobile Units A, B, and C

1. Prepares and operates specialized drug law enforcement schools in selected foreign countries.
2. Prepares detailed class presentations and overall course content for the in-country training programs. Plans and provides training programs to fulfill the needs of the individual country, including specialized practical exercises.
3. Assists in the coordination and planning of overseas schools with foreign officials in order to identify additional training needs.
4. Performs continuous analysis of the competence of trainees with respect to technical skills, knowledge and execution of field exercises.

OPERATIONAL SUPPORT DIVISION

1. Serves as the principal advisor to the Administrator and the Deputy Administrator for overall financial management as well as personnel, general administration, computer, scientific and technological support matters.
2. Establishes DEA policy in all areas of operational and technical support which include the Office of Administration, the Office of Records Management, the Office of Information Systems, the Office of Science and Technology, and the Equal Employment Opportunity Staff.
3. Administers the programs and major activities of all elements of the Operational Support Division to insure conformance with DEA policies and goals and responsiveness to legal requirements and other formal agreements.
4. Serves as the action officer on programs, projects or other activities requiring executive direction and participation.
5. Establishes career development policies for all chemists and noncore DEA employees.

U.S. Department of Justice
Drug Enforcement Administration



EQUAL EMPLOYMENT OPPORTUNITY STAFF

1. Acts as principal advisor to DEA officials in providing staff guidance and impetus in EEO related matters.
2. Formulates Equal Employment Opportunity plans of action, and provides implementing guidance and technical assistance to field offices in the development of Equal Employment Opportunity action plans.
3. Administers the processing of complaints of discrimination based on race, color, religion, national origin, age, sex, and handicap, and provides technical guidance to field offices on EEO complaint counseling.
4. Directs the special emphasis programs such as, the Federal Women's, the Hispanic, and the Black Affairs Programs.
5. Coordinates Departmental, EEOC, and OPM regulations and existing laws governing Equal Employment Opportunity.
6. Provides reports to the Department of Justice concerning the Affirmative Action Plan and complaints of discrimination.
7. Participates in conferences and conventions of major civil rights organizations to develop contacts and demonstrate the Agency's interest in Equal Employment Opportunity and responds to inquiries from members of Congress and private groups concerning DEA's Equal Employment Opportunity program.

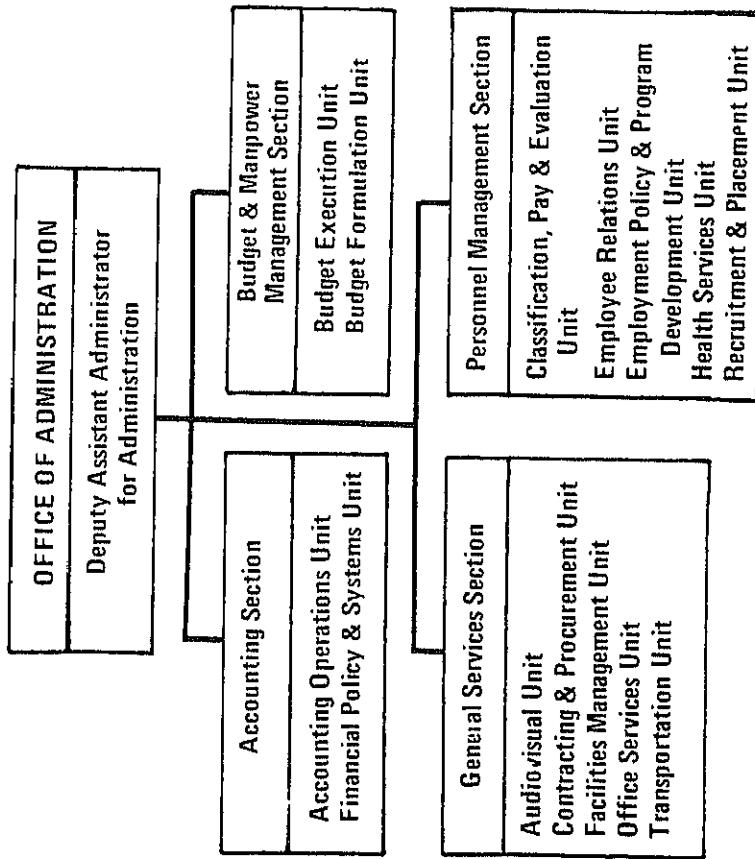
OFFICE OF ADMINISTRATION

1. Acts as the principal advisor to the Assistant Administrator for Operational Support in matters pertaining to financial management, personnel management (including career development), and administrative activities.
2. Directs all DEA operations which pertain to budget development, accounting, financial compliance, personnel management, manpower management, administrative and facility services, procurement and transportation services, employee medical, health and safety activities.
3. Acts as the principal business and administrative manager of the Administration by directing the planning, development, evaluation and management control of the Administration's budget, funds, accounting systems, manpower allocations, personnel operations, facilities and equipment, procurement, employee health and safety programs, and other support systems.
4. Plans and administers the utilization and distribution of all physical resources except technical equipment.
5. Formulates and coordinates planning requirements, operational justifications and programs to acquire sufficient resources to implement office responsibilities.
6. Directs the delivery of administrative support services and provides guidance to DEA managers in matters of administration.



U.S. Department of Justice

Drug Enforcement Administration



Accounting Section

1. Advises DEA managers on all accounting matters and activities which affect DEA financial policies, systems, internal controls and procedures.
2. Manages the financial accounting and reporting systems for all DEA appropriations and funds.
3. Develops financial management policy in support of the DEA mission through continuous interpretations of requirements established by law, the General Accounting Office, the Office of Management and Budget, the General Services Administration and other Federal agencies.
4. Conducts liaison on financial accounting matters with the Departments of the Treasury and State, the Office of Management and Budget, the General Accounting Office, the General Services Administration and other Federal agencies.
5. Provides a central finance center serving the financial requirements of DEA worldwide.
6. Analyzes DEA financial activities to insure maintenance of adequate internal controls; compliance with appropriate laws, regulations, and DEA policies, and optimum utilization of resources.

Accounting Operations Unit

1. Maintains official DEA accounting records for obligations and payments; audits travel, transportation, commercial, and U.S. Government vouchers; schedules payments to the U.S. Treasury; and reconciles and validates accounting records.
2. Coordinates a worldwide structure of imprest funds. Prepares procedures to ensure that transactions comply with applicable regulations and DEA policies and procedures.
3. Coordinates large flash rolls which cannot be accommodated at the field office level using available imprest funds.
4. Monitors accounts receivable and collects amounts due to the U.S. Government, and identifies overdue accounts for submission to the Comptroller General for collection or to the Department of Justice for litigation.
5. Deposits to the U.S. Treasury all receipts including registration fees, seized and recovered monies, repayments, collection from the sale of official vehicles and other miscellaneous receipts.
6. Monitors permanent changes of station, determines related tax liability, and coordinates tax liability withholdings with the employee and the Department of Justice Payroll Unit.
7. Provides staff assistance to Headquarters program managers and heads of field activities concerning fund control, accountability, obligation procedures, imprest funds, and seized and recovered money procedures.

Financial Policy and Systems Unit

1. Identifies financial system and report requirements.
2. Participates in the design and development of manual or automated financial management systems in coordination with the Offices of Records Management and Information Systems.
3. Maintains accounting system documentation and reference tables.
4. Maintains financial accounting and reporting systems and identifies improvements and enhancements as necessary.
5. Participates, in coordination with the Office of Training, in DEA-wide financial training concerning the accounting system, imprest funds travel advances, fund accounting and related financial activities.
6. Monitors laws and regulations affecting financial policy or requirements and prepares appropriate policy and procedural issuances.
7. Maintains a reference library of Federal laws, regulations, circulars, bulletins and other publications, pertaining to financial and accounting activities.
8. Assesses financial and accounting activity on a continuing basis. Identifies and advises on corrective actions which will improve DEA's accounting system.
9. Prepares and coordinates all documentation to request a decision from or submit a claim to the Comptroller General.
10. Coordinates audit reports dealing with financial matters with the General Accounting Office, the Department of Justice and appropriate DEA offices.
11. Provides analysis of financial results, prepares financial statements, and provides special operating analysis to assist in the optimum utilization of funds and to support the agency management process.

Budget and Manpower Management Section

1. Advises DEA managers on budget planning, budget formulation, budget execution and manpower resource matters.
2. Manages budget planning, budget formulation, budget execution and manpower resource matters agency-wide.
3. Develops DEA budgets and long-range financial plans and monitors performance.
4. Participates in program development, execution, review and evaluation with respect to the budgetary and manpower aspects of DEA policies, plans and operations.
5. Conducts liaison with the Department of Justice, Office of Management and Budget, congressional committees, and other Federal agencies on DEA's budget planning, formulation, and execution.
6. Participates in the design and operation of automated budget and manpower systems.
7. Conducts financial planning, coordination and monitoring for Headquarters and field elements.
8. Analyzes existing manpower utilization and provides recommendations to achieve planned goals and objectives.
9. Coordinates ceiling control and authorization for Headquarters and field elements.
10. Executes the DEA overseas staffing plans and resolves changes thereto with appropriate DEA and State Department officials.

Budget Execution Unit

1. Identifies and submits to program managers the data requirements used in preparing the internal financial plan, the operating plan required by the Department of Justice, and the resource allocation plan, including quarterly allocation.
2. Maintains control on allocations of multi-funds/appropriations such as annual appropriations, supplemental appropriations, appropriations available until expended (no-year funding), and appropriations available for one year past the appropriation year.
3. Provides financial planning and control to DEA Headquarters and field elements by recommending funding levels, issuing allocations, and coordinating budget priorities as required.
4. Advises on manpower planning, allocation and utilization by continuously providing accountability for all authorized personnel resources, position-by-position, and maintaining the DEA Tables of Organization.
5. Identifies the effect of full-time equivalent ceilings on DEA employment patterns through workyear projections, and recommends hiring policies to optimize usage of authorized personnel resources.
6. Compiles and submits the DEA overseas staffing plans to the Department of State and resolves changes thereto with appropriate DEA and Department of State officials.
7. Collects, prepares and maintains DEA ceiling and on-board personnel statistics.
8. Participates, in coordination with the Office of Information Systems, in the design, development and assessment of automated budget systems.

Budget Formulation Unit

1. Identifies and submits to program managers the data requirements on preparing the Spring Planning Submission, the OMB Submission and Congressional Appropriation and Authorization requests.
2. Prepares budget and authorization justification data and financial documents for presentation to the Department of Justice, Office of Management and Budget, and Congress in conjunction with program managers and based on policy decisions.
3. Assists, in coordination with the Office of Congressional and Public Affairs, in the presentation of DEA budgets to the Department of Justice, Office of Management and Budget, and congressional committees.
4. Coordinates development of the planning budget through the analysis of all source data and monitors the budget to ensure that the budget represents the current planning for the agency.
5. Prepares issue papers on specifically identified budget resource situations.
6. Identifies potential reprogramming and supplemental requirements and develops the necessary analysis documentation to support DEA's request.

General Services Section

1. Advises DEA managers on general service matters such as contracting and procurement, transportation, facilities management, property management, printing, graphic arts, audiovisual, occupational safety, and office supply, and equipment.
2. Manages the general services program of DEA, including the acquisition, management and disposal of the DEA motor vehicle fleet, selection, acquisition, space layout and management of DEA's physical facilities, procurement and contracting policy, and operations, property management, graphic arts and audiovisual services, occupational and employee safety, and other specialized services.
3. Manages a centralized employee transfer services program including issuance of PCS travel orders, passports and visas, and manages a travel services program.
4. Manages a foreign housing program to include Government leased quarters, office space (other than SAS), household furnishings, and maintains a central information center for overseas posts.

Audiovisual Unit

1. Plans, coordinates and provides videotape and other audiovisual communications for training purposes.
2. Plans, coordinates and provides videotape and other training aids for the ISITT Program.
3. Maintains inventory and provides audiovisual aids and products to be used in training programs.
4. Provides consultation services to DEA elements on the full spectrum of audiovisual products.

Contracting and Procurement Unit

1. Performs DEA contracting and procurement operations for all acquisition requirements not delegated to field activities in accordance with current Federal regulations.
2. Processes bids under formal advertising procedures which are submitted in response to DEA solicitations.
3. Processes proposals under negotiated procurement which are submitted in response to DEA solicitations.
4. Provides public display of bid invitations; synopses of proposed procurement and sales; bid tabulations and proposal evaluation; negotiations; selection of contractor for award; contract award; contract administration, and other appropriate published data and information.
5. Coordinates reporting requirements for inclusion in the Commerce Business Daily and reporting requirements for the Department of Justice, Department of Labor and other agencies.
6. Maintains a reference repository of Federal publications pertaining to contracting, specification requirements and related information.
7. Prepares and executes DEA procurement policies and standards; monitors field procurement activities to ensure conformance with established policy and standards, and provides guidance in procurement as required.

Facilities Management Unit

1. Plans and provides for the acquisition and control of all DEA physical facilities, including approval of plans to alter existing office space.
2. Provides final recommendation for site selection of proposed office locations and coordinates negotiation of the lease with the General Services Administration (GSA).
3. Provides a space layout design service for planning new office facilities or altering existing DEA offices.
4. Participates in the formulation of work-bid proposals and coordinates with GSA for contract negotiation and award.
5. Provides telephone service to DEA Headquarters and all domestic field activities.

Office Services Unit

1. Plans and coordinates the DEA in-house printing facility and provides printing and reproduction services.
2. Plans and coordinates the DEA motor vehicle fleet program which includes the acquisition, assignment, fiscal control, maintenance and disposal of vehicles.
3. Plans and coordinates DEA's property management system. Maintains inventory control of DEA weapons and sensitive technical equipment. Coordinates funding for administrative furniture and equipment.
4. Plans, coordinates and executes Headquarters procurement, distribution and storage of office equipment and supplies including furniture, stationary supplies and special equipment needs.
5. Plans, coordinates and provides graphic arts services for DEA Headquarters and field elements.

Transportation Unit

1. Plans and executes a centralized employee transfer services program to include the preparation of bills of lading for the transportation of employees' household possessions and privately owned vehicles.
2. Prepares and issues permanent change of station (PCS) travel orders.
3. Secures passports and visas for all DEA foreign travelers and transferees and their families.
4. Participates in briefings conducted for employees transferring to foreign posts of duty.
5. Provides travel services for all Headquarters personnel.
6. Prepares bills of lading or airway bills to transfer U.S. Government property.

Personnel Management Section

1. Provides advice, assistance, policy and program development, procedural guidance, and operating support to all components of the Drug Enforcement Administration in all assigned functional areas.
2. Manages a comprehensive personnel management program in DEA to include personnel management, employee development, health, and employee assistance, throughout the Drug Enforcement Administration.
3. Maintains liaison with the Department of Justice, Office of Personnel Management, Merit Systems Protection Board, Federal Labor Relations Authority, other Federal agencies, and other components of the Drug Enforcement Administration in the accomplishment of these functions.

Classification, Pay and Evaluation Unit

1. Plans, monitors and executes for DEA worldwide an operational classification, position and pay management program which includes: pay administration, preparation of position descriptions, and evaluation statements for a variety of dissimilar occupational groups.
2. Plans and coordinates classification policy.
3. Provides classification of supergrade positions and coordinates actions with the Department of Justice or Office of Personnel Management.
4. Provides advice and assistance in preparation of and amendments to the field and Headquarters Tables of Organization.

Employee Relations Unit

1. Provides operating services, guidance, advice and assistance to all levels of management in all DEA offices on the following matters: retirement, discipline, adverse actions, grievances and appeals, health benefits, life insurance, death benefits, awards, proposed actions as a result of unsatisfactory performance, and workers' compensation matters.
2. Plans and coordinates employee relations policy.
3. Provides administrative support for grievance examiners.
4. Executes the DEA-wide Incentive Award and Suggestion Program.

Employment Policy and Program Development Unit

1. Plans and coordinates the development of policy and programs in the broad functional areas of employment and career/executive development including career board, upward mobility, merit promotion, performance appraisal and transfer policy.
2. Participates, in coordination with the Office of Training, in developing employee and executive development training programs.
3. Assists the Executive Resource Board in setting policy and operating guidelines for the Executive Development Program.

Health Services Unit

1. Conducts an operational health care program which provides for periodic physical examinations for all Agents and Chemists in domestic duty assignments.
2. Coordinates DEA's participation in the Department of State's Foreign Service Medical Program and coordinates plans with the U.S. Public Health Service for DEA's participation in the Federal Employee Health Program.
3. Provides advice and assistance in obtaining or expediting compensation from the Office of Workers' Compensation, Department of Labor.
4. Plans and executes the DEA Employee Assistance Program in accordance with Department of Justice and Office of Personnel Management directives.

Recruitment and Placement Unit

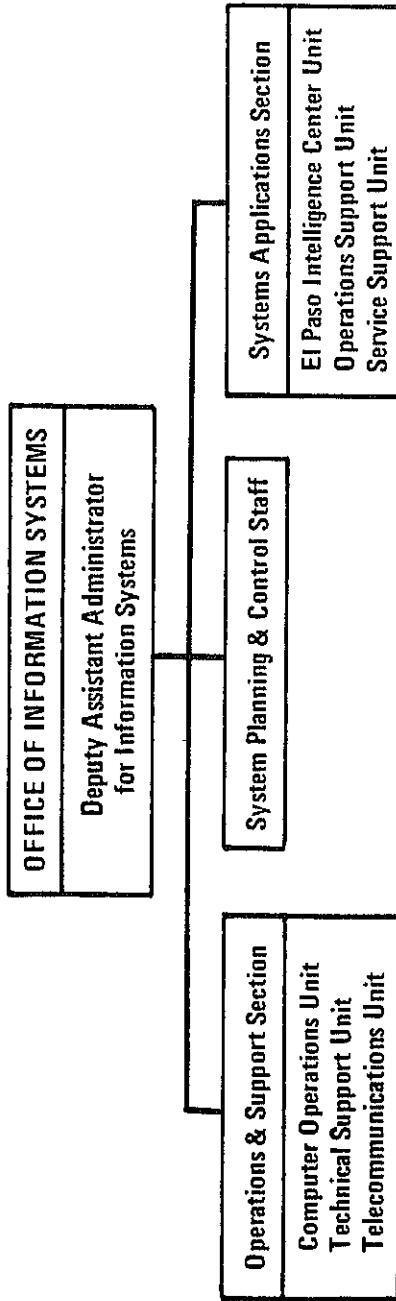
1. Plans, monitors and executes an operational personnel recruitment and staffing program for all categories of employees in the Drug Enforcement Administration on a worldwide basis, except for attorneys and law clerks.
2. Assists various career boards as required.
3. Processes all personnel actions, including input to the JUNIPER system.
4. Plans and coordinates policy for the Co-Op and Presidential Management Intern Programs.

OFFICE OF INFORMATION SYSTEMS

1. Acts as principal advisor to the Assistant Administrator for Operational Support on ADP matters.
2. Directs all activities and facilities within DEA associated with information systems to include automated (ADP), semiautomated (microfiche), teleprocessing, telecommunications, facsimile and secure telephone systems.
3. Directs word processing equipment evaluation and acquisition.
4. Formulates all information systems planning within DEA. Plans and directs, in coordination with office heads, the Office of Information System's budget plan. Directs expenditure of funds and reports results to management.
5. Acts as principal liaison with the Department of Justice, Office of Management and Budget, other Federal, state and local agencies and private concerns on all types of information system matters.



**U.S. Department of Justice
Drug Enforcement Administration**



Systems Planning and Control Staff

1. Manages the development of DEA's ADP master plan to include assessment of ADP resource requirements and evaluation of current, mid-range and long-range ADP technology and methodology.
2. Manages ADP budgetary planning and control to include the preparation of all ADP planning documents associated with submissions to the Department of Justice, the U.S. Congress and the Office of Management and Budget.
3. Coordinates requests for major system design and development services; manages the technical evaluation of any proposed system, or modification to an existing system, to include the development and acquisition of any necessary software or the acquisition of required hardware.
4. Manages systems audit activity to evaluate the effectiveness of all current and planned DEA computerized information systems and to manage ADP security systems.
5. Controls and reviews office project accomplishments against established goals and objectives; recommends changes in established priorities, goals, and programs as appropriate; provides continuous assessment of work loads, trends, management practices, training and other factors throughout the total program spectrum.
6. Coordinates the development of documentation for all procurement requirements; assists the Contracting and Procurement Unit by designating a Contracting Officer Technical Representative as necessary.
7. Reviews and analyzes the cost effectiveness justification data for acquisition of all DEA word processing equipment and recommends appropriate action.
8. Coordinates intra-office funds control and the allocation of manpower, equipment and facility resources.
9. Manages the development, coordination and implementation of the data element standardization program.

Operations and Support Section

1. Manages all DEA Headquarters automated data processing and telecommunications equipment and related peripheral equipment.
2. Participates in the development of DEA's ADP master plan. Provides technical assistance in the development of short and long-range plans with particular emphasis on that portion of the plan(s) that addresses operating systems development as well as future ADP and teleprocessing hardware requirements.
3. Conducts ADP equipment analysis and operating systems software studies.
4. Evaluates current automated data processing technology and methodology and recommends appropriate equipment and systems operating software improvements.
5. Initiates revisions to existing operating systems software and operating systems software development.
6. Manages the data processing production priority and control systems encompassing all machine processing schedules.
7. Manages data conversion functions such as keypunch, optical scanning, and key to disk.
8. Manages the tape and disk library and a repository for selective ADP reports.
9. Provides detailed contracting specification support for DEA procurement in the areas of ADP hardware, software, teleprocessing, telecommunications and support services.

Computer Operations Unit

1. Operates and maintains DEA computer facilities.
2. Operates and maintains Headquarters ADP equipment and activities.
3. Prepares and monitors data processing, data entry and distribution schedules.
4. Maintains a magnetic tape and disk library.
5. Provides data conversion services, such as keypunch, optical scanning, and key to disk operations.
6. Operates peripheral equipment for collating, bursting, shredding, books binding and printing in conjunction with production of DEA reports.
7. Maintains and distributes all microfiche equipment.
8. Performs quality control of all computer output production products.
9. Maintains a technical documentation library relative to ADP job processing.
10. Maintains a library of equipment operations, equipment maintenance, and technical equipment logic documentation.
11. Executes, in coordination with the Office of Security Programs, ADP security programs and procedures.
12. Maintains an inventory of all forms used in the processing Controlled Substances Act data.

Technical Support Unit

1. Identifies, maintains and enforces programming and documentation standards and operates a central technical reference library.
2. Provides technical assistance to all elements of the Office of Information Systems as required.
3. Develops and maintains operating systems software including specialized software providing data base management support to DEA.
4. Maintains facilities used by DEA for data communications.
5. Performs modifications to operational systems to meet requirements that arise in the normal course of events.
6. Manages ADP file allocations to assure economic and efficient operation of DEA systems.
7. Monitors and evaluates ADP hardware and software operation, detecting the need for improvement and the testing of required solutions.
8. Provides data file and program library back-up systems to prevent catastrophic destruction.
9. Plans, monitors and maintains the DEA teleprocessing network including communications, remote equipment, and data encryption.
10. Maintains a central inventory and product improvement program for all DEA teleprocessing equipment.

Telecommunications Unit

1. Provides and maintains a secure system of telephone, teletypewriter and facsimile communications among DEA Headquarters, domestic field offices and selected foreign offices.
2. Maintains appropriate liaison with other Government agencies to assure optimum utilization and security of DEA telecommunications systems.
3. Assists domestic field offices in assessing state and local law enforcement data systems.
4. Provides each field element with telecommunications equipment to conduct efficient enforcement operations. Maintains communications equipment in an efficient operating condition with capability compatible with traffic requirements.
5. Monitors the improvements in telecommunications technology to assess the need for updating DEA equipment and procedures.
6. Prepares and executes procedures to assure adherence to National Security Agency communications requirements.

Systems Applications Section

1. Manages the design, development and maintenance of information systems in support of all DEA organizational elements to include all automated data processing systems and certain designated information systems.
2. Initiates new methods and procedures for the automated development, collection, processing and reporting of information.
3. Conducts feasibility studies to establish new or revised automated information systems.
4. Participates in the preparation of procurement documentation for acquiring software and ADP services.

El Paso Intelligence Center Unit

1. Plans, develops, documents, maintains and operates information systems in support of the El Paso Intelligence Center (EPIC) to include all automated data processing and certain designated manual systems.
2. Assesses current automated data processing technology and methodology to recommend improvement.
3. Performs feasibility studies involving preparatory systems analysis and development of methods to establish new or revised automated information systems.
4. Prepares documentation for required software and services for use by the System Planning and Control Staff in the procurement of such services or products.

Operations Support Unit

1. Plans, develops, documents and maintains information systems in support of the Operations Division, and all domestic and foreign field offices.
2. Assesses current automated data processing technology and methodology to recommend improvements.
3. Performs feasibility studies involving preparatory systems analysis and development of methods to establish new or revised automated information systems.
4. Prepares documentation for required software and services for use by the Systems Planning and Control Staff in the procurement of such services or products.

Service Support Unit

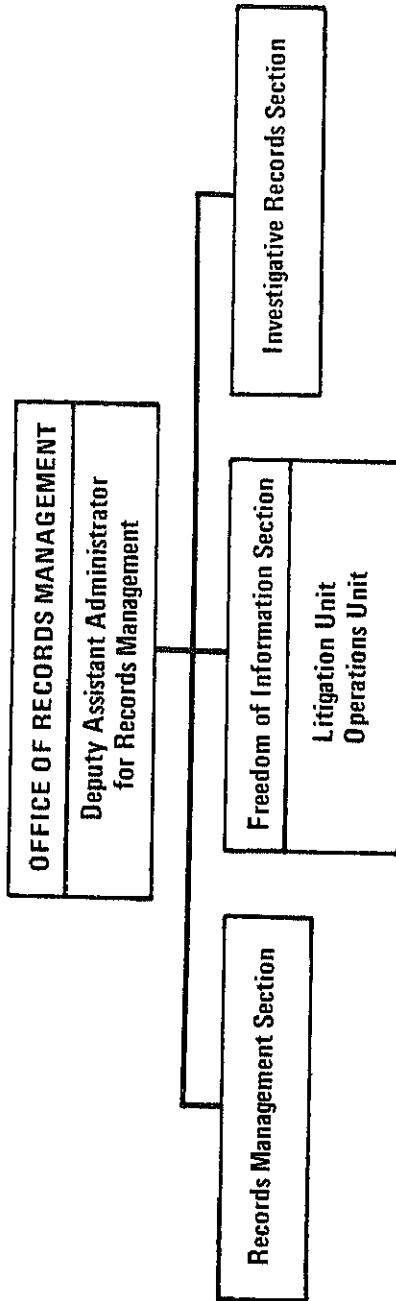
1. Plans, develops, documents and maintains information systems in support of the Operational Support and Planning and Inspection Divisions, and Headquarters staff offices.
2. Assesses current automated data processing technology and methodology to recommend improvements.
3. Performs feasibility studies involving preparatory systems analysis and development of methods to establish new or revised automated information systems.
4. Prepares documentation for required software and services for use by the Systems Planning and Control Staff in the procurement of such services or products.

OFFICE OF RECORDS MANAGEMENT

1. Acts as the principal advisor to the Assistant Administrator for Operational Support on all matters relating to the management and control of DEA's investigative and administrative records, as well as on Freedom of Information and Privacy Act matters.
2. Directs DEA's records systems to include investigative records, administrative records, informant files and subject indices.
3. Directs activities regarding Freedom of Information and Privacy Act matters.
4. Directs DEA library operations.
5. Acts as principal liaison with the Department of Justice and other Federal, state and local agencies on records management, Freedom of Information and Privacy Act matters.
6. Implements the document classification and review program.
7. Directs forms management control agency wide.



**U.S. Department of Justice
Drug Enforcement Administration**



Freedom of Information Section

1. Manages DEA's Freedom of Information and Privacy Act programs.
2. Develops DEA policy on all matters relating to public disclosure of information.
3. Conducts liaison and provides assistance with elements of the Department of Justice as Freedom of Information and Privacy Act matters enter Department of Justice's jurisdiction during the administrative appeals, litigation and related processes.
4. Conducts liaison for DEA with counterparts of other agencies regarding Freedom of Information and Privacy Act matters.
5. Conducts DEA-wide informational programs concerning the implementation of the Freedom of Information and Privacy Acts.

Litigation Unit

1. Prepares and submits DEA's position to the Department of Justice when DEA becomes a defendant in Freedom of Information or Privacy Act litigation.
2. Coordinates litigation actions with the Civil Division of the Department of Justice and individual U.S. Attorneys' offices to defend DEA's position when FOI/PA requests enter litigation.
3. Prepares detailed indices and affidavits which explain and justify action taken by DEA and which articulate DEA policy in Freedom of Information and Privacy Act matters.
4. Prepares and files with the courts, other documents, including briefs, motions, interrogatories and answers as required.

Operations Unit

1. Identifies, performs and coordinates operational requirements of the Freedom of Information and Privacy Acts.
2. Processes requests for information made pursuant to the Freedom of Information and Privacy Acts.
3. Coordinates interagency communication in matters relating to the processing of Freedom of Information Act and Privacy Act requests by consulting regularly with counterparts in other agencies in order to identify and resolve common problems as well as to develop the most effective and efficient means of fulfilling statutory and departmental requirements.
4. Prepares appropriate initial responses to requesters and, when necessary, interim status replies on requests awaiting assignment for final processing. Advises public telephone inquiries relative to pending or prospective information requests.

Investigative Records Section

1. Manages the investigative records management program. Monitors investigative reporting by field offices to insure compliance with established procedures.
2. Manages a central repository for DEA investigative reports, and processes enforcement correspondence and reports. Maintains records of assigned case and general file numbers. Determines action required on reports and distributes them to action offices as required.
3. Manages centralized informant files.
4. Maintains central files on the disclosure of information as required by the Privacy Act of 1974.
5. Coordinates the input of source data into the Narcotics and Dangerous Drugs Information System (NADDIS) for all enforcement documentation received by DEA Headquarters. Maintains quality control over data contained within the system. Performs NADDIS file maintenance functions to eliminate duplicate records and correct erroneous entries.
6. Provides central point of contact with the Department of Justice on investigative record expungement matters. Coordinates the expungement of records by DEA field offices.
7. Provides investigative files to Headquarters staff as required.
8. Provides DEA file information to other Federal, state, and local agencies as authorized.
9. Performs in-depth searches of indices as required by Headquarters staff.
10. Provides central point of contact for retrieval of investigative files from the Federal Records Center.

Records Management Section

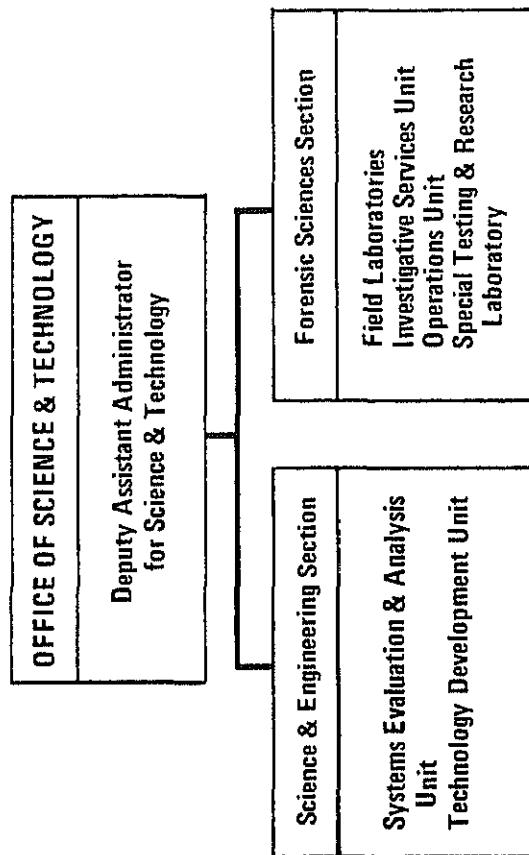
1. Plans, coordinates and executes a comprehensive DEA records management program including forms and reports control, correspondence control, files classification and records disposition.
2. Plans, coordinates and operates DEA's library services program in the areas of drug law enforcement, legal, scientific, medical and training publications.
3. Plans, coordinates and operates DEA Headquarters mail and messenger service program.

OFFICE OF SCIENCE AND TECHNOLOGY

1. Acts as the principal advisor to the Assistant Administrator for Operational Support on all matters pertaining to science and technology.
2. Directs and coordinates office operations concerning research and engineering to identify and quantify requirements for new drug enforcement systems and to develop and evaluate systems of hardware prior to approval for procurement or operation.
3. Directs the DEA forensic laboratory system consisting of the field laboratories and the Special Testing and Research Laboratory.
4. Acts as the program manager for the formulation of career development patterns for all forensic chemists. Identifies and assesses technical training needs for forensic chemists requiring specialized skills.
5. Provides DEA representation to, and provides close liaison and cooperation with, principal officials of associated and companion agencies and organizations both domestic and international to assist in the accomplishment of DEA science, research and development objectives.



**U.S. Department of Justice
Drug Enforcement Administration**



Forensic Sciences Section

1. Manages the overall DEA forensic laboratory system consisting of the field laboratories and the Special Testing and Research Laboratory.
2. Provides technical laboratory, forensic chemical and other scientific services needed by the Administration, including evidence examinations, expert testimony, criminalistics support and other related areas of support to the Administration's investigative and enforcement operations.
3. Provides scientific and laboratory assistance to other Federal, state, local, and foreign law enforcement agencies, including analysis of evidence, specialized training for forensic scientists, and dissemination of scientific information.
4. Provides a focal point in the Administration for contact with forensic laboratories and forensic scientists on a national and international basis.
5. Manages a research program both in-house and on a contractual basis when necessary for the development of improved methods of analysis of controlled substances and other areas of forensic science, such as criminalistics and forensic toxicology.
6. Provides scientific and technical information to DEA and other law enforcement personnel and forensic scientists on an international basis.
7. Conducts the continuing oversight of the Forensic Science Section's program accomplishments against established goals and objectives. Initiates appropriate changes in established priorities, goals and programs. Provides advice, assistance and direction regarding program development and evaluation.
8. Develops career development patterns for forensic Chemists. Identifies and assesses scientific training needs for forensic Chemists to keep current with the latest advances in forensic chemistry.
9. Conducts on-site visits of laboratory operations and assesses workloads, trends, management, and training.

Investigative Services Unit

1. Prepares and disseminates technical forensic science and drug intelligence information to DEA field offices, other domestic and foreign law enforcement agencies and forensic science officials.
2. Participates, in coordination with the Office of Information Systems, in the development, coordination, and continuous assessment of the computerized forensic information system, STRIDE, which is based on DEA laboratory data.
3. Operates the drug reference standards program.
4. Coordinates the ballistics program, and compiles and disseminates information resulting from the program.
5. Coordinates forensic science information and reports laboratory developments to domestic and foreign laboratories and drug law enforcement agencies.
6. Coordinates EEO program for the DEA laboratory system.

Operations Unit

1. Provides coordination and continuous assessment of the DEA forensic laboratory program.
2. Monitors the workload of the laboratories to recommend staffing and territorial responsibilities, and prepares resource requirements and justifications for the laboratory program.
3. Coordinates safety and security programs for the field laboratories.
4. Plans and coordinates the laboratories' equipment and facilities modernization programs.
5. Identifies, executes and coordinates, in cooperation with the Office of Training, the training and career development programs for laboratory personnel.
6. Coordinates planning and budget preparation for the forensic sciences program.
7. Coordinates the laboratory method development program. Assesses methodology used by DEA laboratories and maintains a collection of such methodology for use by DEA and other forensic scientists. Maintains the manual for all laboratory directives.

Field Laboratories

1. Provides laboratory support to all DEA organizational elements, including chemical examination of controlled substances and other drug evidence, and related criminalistic services, such as photographic and latent fingerprint processing.
2. Provides expert witness presentations of evidence examinations in court.
3. Monitors existing methods of chemical analysis and institutes changes in current methodology when appropriate. Performs research projects related to the overall laboratory research and technology functions of the Administration.
4. Provides scientific and technical services to other Federal agencies requesting assistance in scientific areas in which the DEA laboratory chemists have a high degree of expertise.
5. Assists state and local agencies, contingent upon available resources, in technical and scientific matters.
6. Provides information and assistance in technical matters to representatives of industry.
7. Performs, in coordination with the Office of Training, short range training programs for state and local forensic scientists and police.
8. Provides technical assistance in support of clandestine laboratory investigative operations by gathering information of strategic and tactical intelligence value for the enforcement and intelligence elements of DEA.

Special Testing and Research Laboratory

1. Provides forensic laboratory support services to DEA's foreign offices.
2. Provides scientific support to the DEA field laboratories and other forensic laboratories when specialized expertise or instrumentation is required.
3. Performs ballistics examination of tablets and capsules for DEA field offices, and domestic and foreign law enforcement agencies to assist in identifying manufacturing sources of drugs.
4. Provides responses to inquiries concerning the DEA authentic reference library of drugs, narcotics and analytical drug standards.
5. Monitors new and esoteric drugs, plant materials and new combinations of previously identified drugs.
6. Performs research and development activities, both in-house and contractual, for the development of improved methods of analysis of controlled substances, forensic toxicology and in other areas of forensic sciences.
7. Performs training programs for forensic scientists in coordination with the Office of Training.
8. Performs advanced and specialized chemical and forensic science examinations of drug evidence or related materials using sophisticated techniques for use by DEA enforcement and intelligence officials.
9. Assists, in coordination with the International Programs Staff, international organizations and foreign Governments with scientific and technical services.

Science and Engineering Section

1. Manages scientific knowledge and resources to create new or substantially improved equipment, materials, instrumentation devices, systems, mathematical models, processes, techniques or procedures, which will directly contribute to drug law enforcement.
2. Develops agency requirements for new drug enforcement systems, involving the physical, biological and engineering sciences.
3. Plans agency research, development, testing and evaluation projects, on a short and long-term basis, in coordination with appropriate Headquarters and field offices. Reviews the progress of these projects with respect to established objectives and goals. Initiates appropriate changes in established priorities, goals and programs. Provides advice, assistance and direction to other offices and agencies concerning program development and evaluation.
4. Conducts in-house and contractual research, development and engineering activity to develop all systems or hardware prior to approval for procurement or operational utilization.
5. Provides liaison with the scientific community on matters within the section's assigned areas of interest and provides representation for DEA on interagency committees, panels and boards.
6. Provides the support, facilities, and equipment necessary to accomplish the section's functions.

Systems Evaluation and Analysis Unit

1. Assesses concepts or design approaches of communications and science based advanced technology developments and systems.
2. Performs feasibility tests, demonstrations and operational tests and evaluations of newly developed or prototype communications, remote sensing and other applicable advanced technology developments.
3. Assesses DEA communications requirements and performs long-range communication systems planning.
4. Prepares papers and reviews scientific, technical and engineering papers or plans in support of DEA's major programs and activities.
5. Performs research studies and feasibility analysis of systems which support DEA's operational elements.

Technology Development Unit

1. Coordinates and assists other offices of the Administration in establishing requirements and priorities for hardware and technology development in the area of investigative equipment and systems support.
2. Performs the design and development of prototype, bread-board, and engineering or pre-production models of technical equipment or systems.
3. Performs operational tests and evaluations of newly developed or modified techniques and equipment prior to certification as standard issue items.
4. Prepares operational procedures and measures of effectiveness; assesses resource allocations, and assists in the deployment of technical equipment during initial operational modes in conjunction with the Investigative Support Section and appropriate Headquarters and field offices.
5. Provides "quick reaction" technical support and other research and development projects of a short-term nature concerning newly introduced equipment or technology, or modification of standard issue items.

FIELD DIVISION

1. Directs, under the general supervision of the Administrator and Deputy Administrator, all operational and support activities within designated jurisdictions.
2. Manages, under the program direction of the appropriate Headquarters elements, all activities relating to enforcement, intelligence, diversion control, technical operations, state and local training, and state and local task force operations. Provides appropriate support for Headquarters-directed Special Enforcement Operations (SEO).
3. Manages, under the program direction of the appropriate Headquarters elements, personnel and general support services, and plans, allocates, and utilizes financial and manpower resources within delegated authority.
4. Assesses operational and administrative support performance against Headquarters allocated resource levels and goals or objectives as established in the annual work plan.
5. Conducts liaison with counterparts in other Federal, state, and local law enforcement agencies concerning matters of mutual concern.
6. Conducts DEA programs within jurisdiction, such as in-service training, EEO, public information, or security, in coordination with the appropriate Headquarters element.
7. Participates in joint operations with other DEA field divisions, Federal, state or local law enforcement elements as needed.
8. Conducts, within designated jurisdiction, integrity and conduct investigations delegated and directed by the Office of Professional Responsibility.

Domestic District Office

1. Directs, under the general supervision of the appropriate field division, all operational and support activities within designated jurisdictions.
2. Manages, under the program direction of the appropriate field division and in coordination with Headquarters elements, all activities relating to enforcement, intelligence, diversion control, technical operations, and state and local task force operations.
3. Manages under the appropriate field division in coordination with Headquarters elements as appropriate and Headquarters elements, personnel and general support services, and plans, allocates, and utilizes financial and manpower resources within delegated authority.
4. Assesses operational and administrative support performance against field division allocated resource levels and goals or objectives as established in the annual work plan.
5. Conducts liaison with counterparts in other Federal, state, and local law enforcement agencies concerning matters of mutual concern.
6. Conducts under the direction of the field division DEA programs within jurisdiction, such as EEO, public information, or security, in coordination with the appropriate Headquarters element.
7. Participates in joint operations with other DEA field offices, Federal, state or local law enforcement elements as needed.

Domestic Resident Office

1. Conducts, under the general supervision of the appropriate field division SAC or district office ASAC, criminal investigations and scheduled investigations of legitimate handlers.
2. Develops, utilizes, and distributes intelligence data on significant trafficking trends, major violators, and clandestine laboratories within their scope of geographic responsibility.
3. Participates with other Federal, state, and local law enforcement and regulatory officials in conducting drug related criminal investigations and assists in cooperative drug abuse prevention efforts.
4. Directs the activities of state and local task forces within their jurisdiction.
5. Identifies special operations needs and coordinates through the district office and other authorities implementation plans as required.
6. Provides imprest cashier services within delegated authority, and serves as custodian for all recovered and seized monies.

Administrative Support Unit (Field Division)

1. Maintains and coordinates the administrative support programs in the field divisions.
2. Provides a focal point for personnel needs, financial management matters, vehicle management, transportation, evidence, records management, security and property management and all related administrative support functions for the field divisions and reporting district and resident offices.

Administrative Support Unit (District Office)

1. Coordinates with the supervising field division's Administrative Support Unit on personnel needs, financial management matters, vehicle management, space management, telephones, transportation, evidence, records management, security and property management and all related administrative support functions for the district office and subordinate resident offices.

Administrative Support Unit (Field Divisions and District Offices)

1. Operates accounts processing center with funds and obligation control, to include required follow-up and screening of vouchers.
2. Provides imprest cashier services, in support of the daily operational needs of the field divisions and subordinate offices.
3. Coordinates flash roll and PE/PI requirements.
4. Arranges and provides for custody of all recovered and seized monies.
5. Provides storage for drug and nondrug evidence.
6. Provides procurement services within delegated authority.

Technical Operations Unit

1. Monitors and coordinates the technical investigative, radio and teletype equipment requirements, inventory, supply and maintenance within the field division area.
2. Participates in ongoing criminal investigations through the application of advanced technical equipment.
3. Provides technical operations support to all subordinate field elements.
4. Identifies, adopts and modifies technical equipment to meet DEA's specialized investigative needs.

Enforcement Group

Investigates and prepares for prosecution cases against suspected violators of Controlled Substances Act and other appropriate Federal statutes. Develops sources of information and disseminates information to appropriate elements.

Task Force Group

Investigates and prepares for prosecution cases against suspected violators of Controlled Substances Act and other appropriate state statutes. Develops sources of information and disseminates information to appropriate elements.

Diversion Group

Investigates and prepares actions against registrants for violations of the Controlled Substances Act of 1970 and implements the Code of Federal Regulations (21 U.S.C. Food and Drug). Provides required diversion program coverage through the proper utilization and deployment of diversion personnel assigned to the field division and supervision of district and resident office diversion personnel.

Intelligence Group Unit

Collects, evaluates and correlates intelligence information supplied from various sources and disseminates intelligence data and reports to appropriate officials for their use and coordination. Provides intelligence support to ongoing investigations and recommends the initiation of Special Field Intelligence Programs as appropriate.

Task Force Division (New York and San Diego Divisions)

1. Plans and directs enforcement programs within area of responsibility to insure accomplishment of mission and program responsibilities.
2. Plans and directs subordinate groups and reviews group activities and operations.
3. Establishes liaison with other Federal, state and local law enforcement agencies and drug industry officials.

Unified Intelligence Division (New York Division)

1. Plans and coordinates intelligence programs in accordance with DEA intelligence priorities and objectives within the jurisdiction of the New York Division.
2. Provides intelligence support to ongoing investigations and recommends the initiation of Special Field Intelligence Programs as appropriate.
3. Serves as an authority for narcotics and dangerous drug intelligence matters within the field division intelligence community.
4. Coordinates the exchange of intelligence information with other Federal agencies and with state and local enforcement agencies which produce or use narcotics intelligence.

DEA FOREIGN FIELD OFFICES

I. EUROPE & NEAR EAST

Vienna, Austria C.O.
Brussels, Belgium C.O.²
Nicosia, Cyprus C.O.²
Copenhagen, Denmark C.O.
Cairo, Egypt C.O.
London, England C.O.
Paris, France C.O.
Marseilles, France R.O.
Athens, Greece C.O.
New Delhi, India C.O.
Rome, Italy C.O.
Milan, Italy R.O.
Rabat, Morocco C.O.⁴
The Hague, Netherlands C.O.
Islamabad, Pakistan C.O.
Karachi, Pakistan R.O.³
Lahore, Pakistan R.O.³
Peshawar, Pakistan R.O.²
Madrid, Spain C.O.
Bern, Switzerland C.O.¹
Ankara, Turkey C.O.
Istanbul, Turkey R.O.
Bonn, West Germany C.O.
Berlin, West Germany R.O.
Frankfurt, West Germany R.O.
Hamburg, West Germany R.O.⁴
Munich, West Germany R.O.⁴
Belgrade, Yugoslavia C.O.¹

II. MEXICO & CENTRAL AMERICA

Costa Rica C.O.
Guatemala City, Guatemala C.O.
Tegucigalpa, Honduras C.O.
Mexico City, Mexico C.O.
Guadalajara, Mexico R.O.
Hermosillo, Mexico R.O.
Mazatlan, Mexico R.O.
Merida, Mexico R.O.
Monterrey, Mexico R.O.
Panama City, Panama C.O.

III. SOUTH AMERICA

Buenos Aires, Argentina C.O.
La Paz, Bolivia C.O.
Brasilia, Brazil C.O.
Santiago, Chile C.O.
Bogota, Colombia C.O.
Barranquilla, Colombia R.O.²
Cali, Colombia R.O.
Medellin, Colombia R.O.
Santo Domingo, Dominican Republic C.O.²
Quito, Ecuador C.O.
Guayaquil, Ecuador R.O.
Curacao, Netherland Antilles C.O.²
Lima, Peru C.O.
Caracas, Venezuela C.O.

IV. SOUTHEAST ASIA & FAR EAST

Hong Kong, BCC C.O.
Jakarta, Indonesia C.O.
Tokyo, Japan C.O.
Kuala Lumpur, Malaysia C.O.
Manila, Philippines C.O.
Singapore, Republic of Singapore C.O.
Seoul, South Korea C.O.
Bangkok, Thailand C.O.
Chiang Mai, Thailand R.O.
Songkhlas, Thailand R.O.

V. CANADA

Ottawa, Canada C.O.
Montreal, Canada R.O.

Note: Kingston, Jamaica & Nassau, Bahamas
report to the Miami Divisional Office.

¹Proposed office.

²Open or in process of opening.

³In process of being reopened (currently assigned to Islamabad, Pakistan).

⁴In process of closing.

Foreign Country Office

1. Acts as the principal advisor to the ambassador on all international narcotics and dangerous drug matters.
2. Maintains liaison with the Department of State, other U.S. agencies, and foreign officials to develop cooperation and support, and to furnish advice on drug matters.
3. Provides advice on legislative changes required to develop adequate drug extradition treaties and other laws for the effective control of drug traffic.
4. Plans, organizes, and conducts, individually or as leader of a joint operation, high-level criminal investigations within host countries laws and policies.
5. Develops sources of information and advises foreign counterparts of significant events.
6. Recommends plans and projects which will achieve the goals of DEA and the U.S. Country Team.
7. Evaluates resource requirements. Formulates budget proposals and develops controls for expenditure of funds.
8. Analyzes trends in the production and traffic of licit and illicit drugs, and reports the effects on the United States, host country, and neighboring countries.
9. Assesses training program needs and identifies training programs which are most suitable for host country officials. Submits nominations for the Executive Observation Program.
10. Executes administrative functions in accordance with DEA policies and procedures.

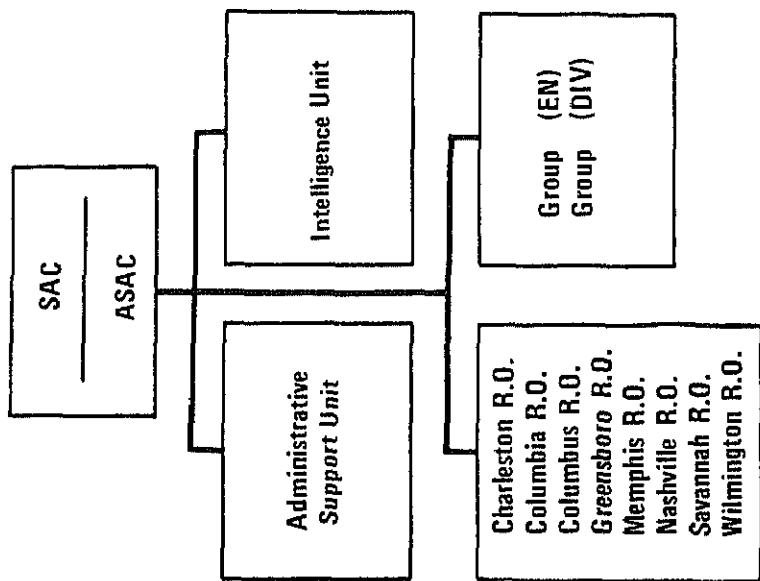
Foreign Resident Office

1. Represents DEA within designated area of responsibility in conformance with DEA and U.S. policy.
2. Analyzes trends in the production and traffic of illicit drugs, and reports the effects on the United States, host country, and neighboring countries.
3. Plans, organizes, and conducts, individually or as leader or co-leader of a joint operation, high-level criminal investigations.
4. Advises and assists foreign officials in determining scope of the drug problem, pertinent issues, and methods for drug enforcement operations.
5. Develops, uses, and distributes operational and tactical intelligence data on illicit drug activity within area of responsibility.
6. Maintains liaison with host Government law enforcement and regulatory agencies.



**U.S. Department of Justice
Drug Enforcement Administration**

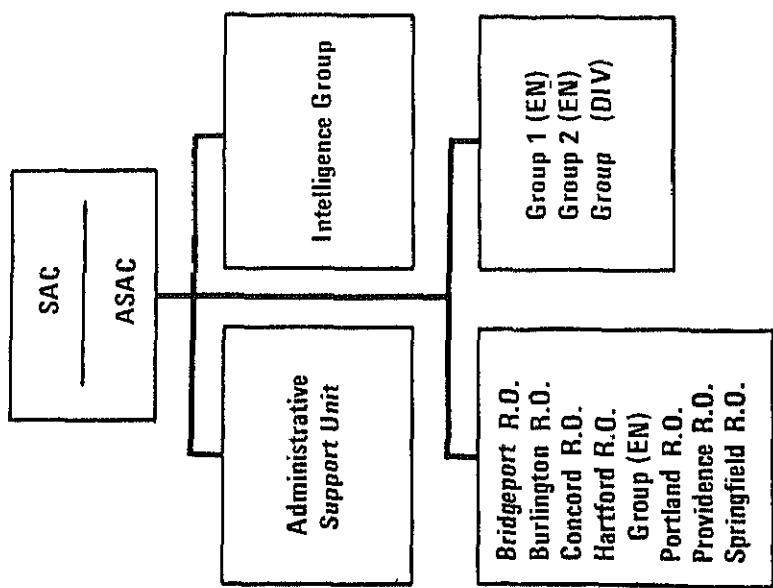
Atlanta Field Division





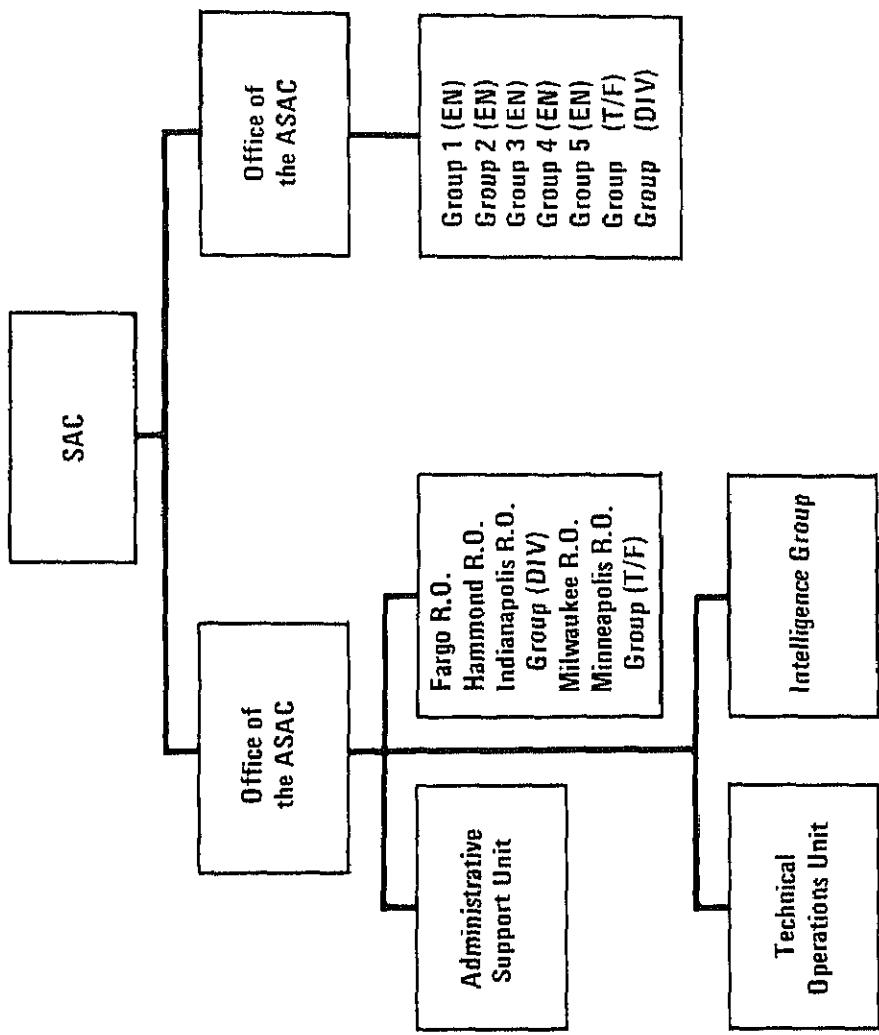
U.S. Department of Justice
Drug Enforcement Administration

Boston Field Division





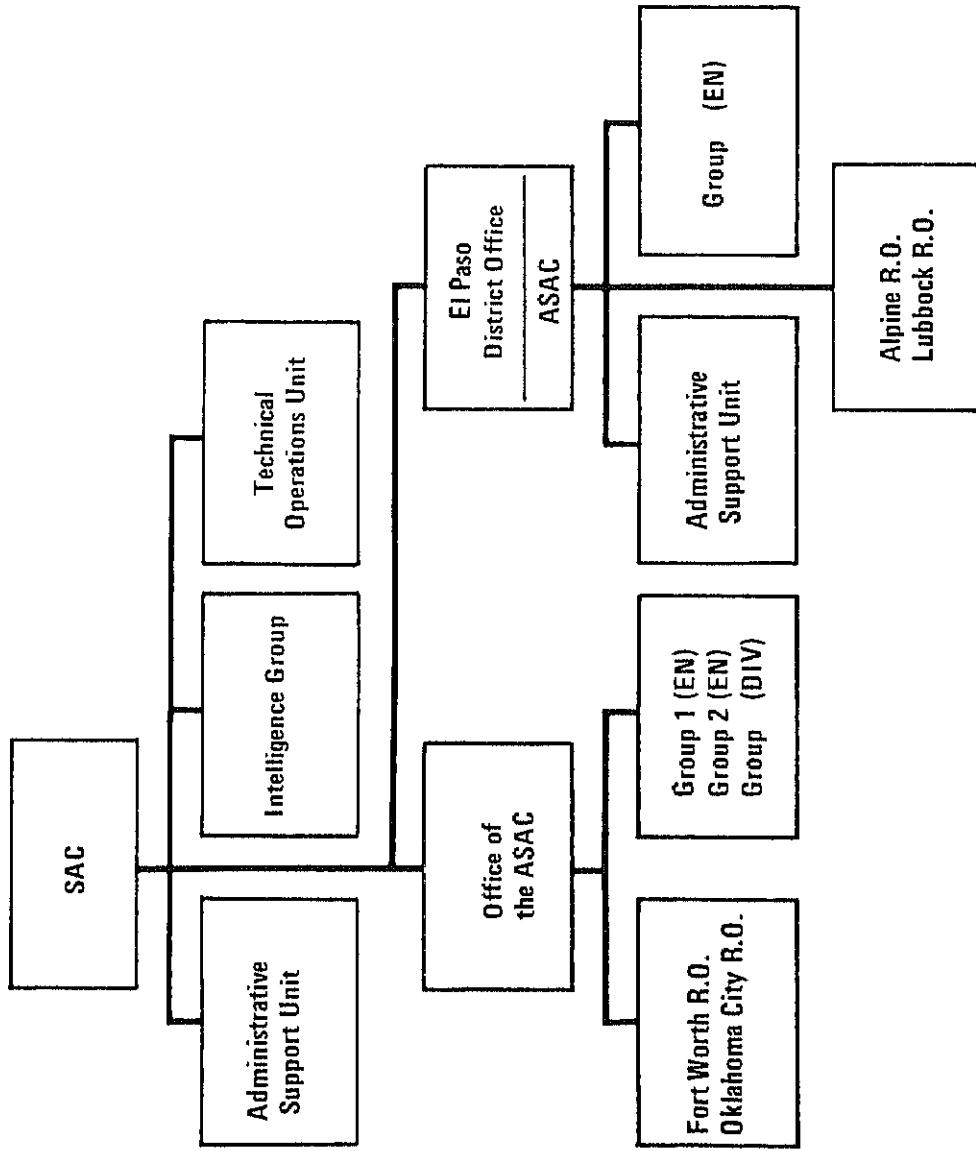
U.S. Department of Justice
Drug Enforcement Administration
Chicago Field Division





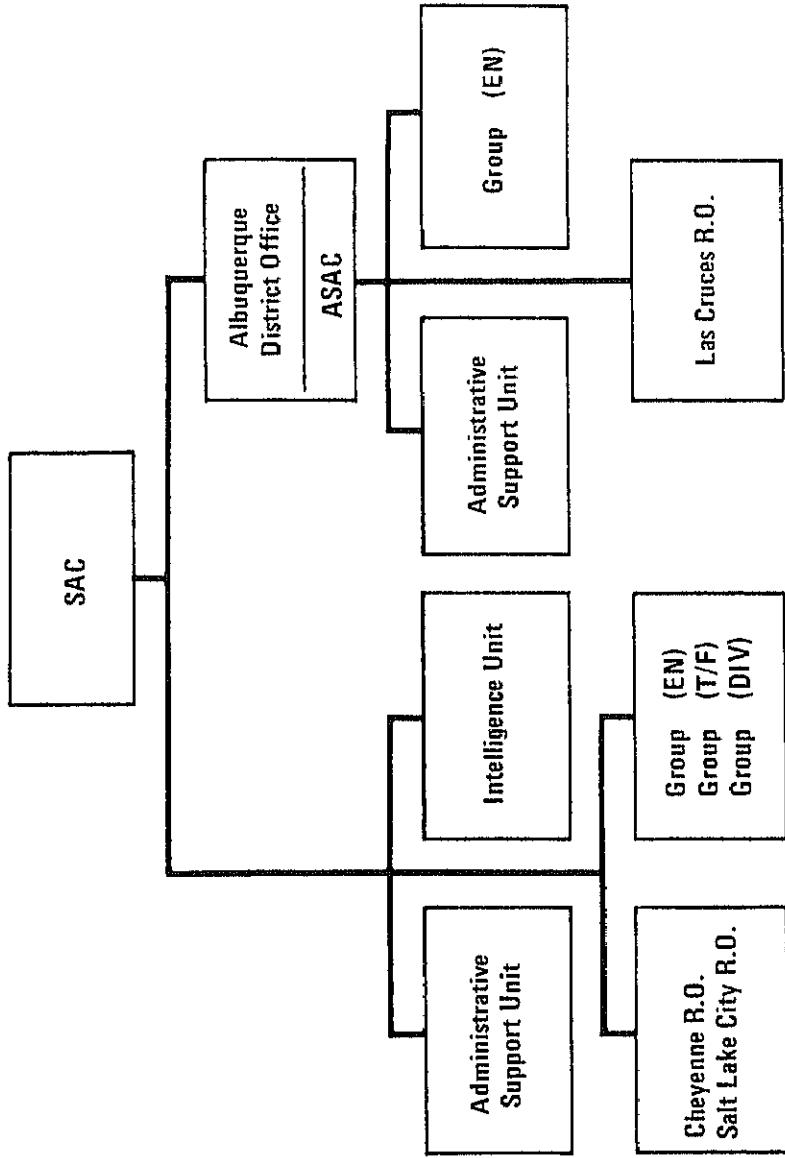
U.S. Department of Justice
Drug Enforcement Administration

Dallas Field Division





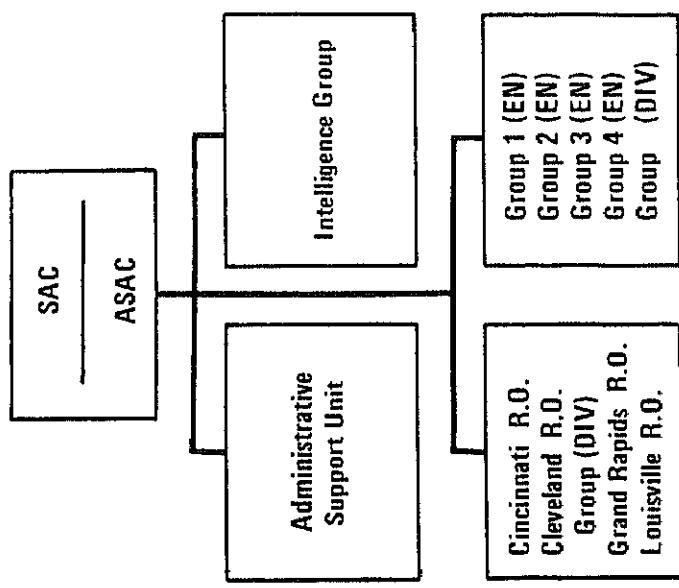
U.S. Department of Justice
Drug Enforcement Administration
Denver Field Division





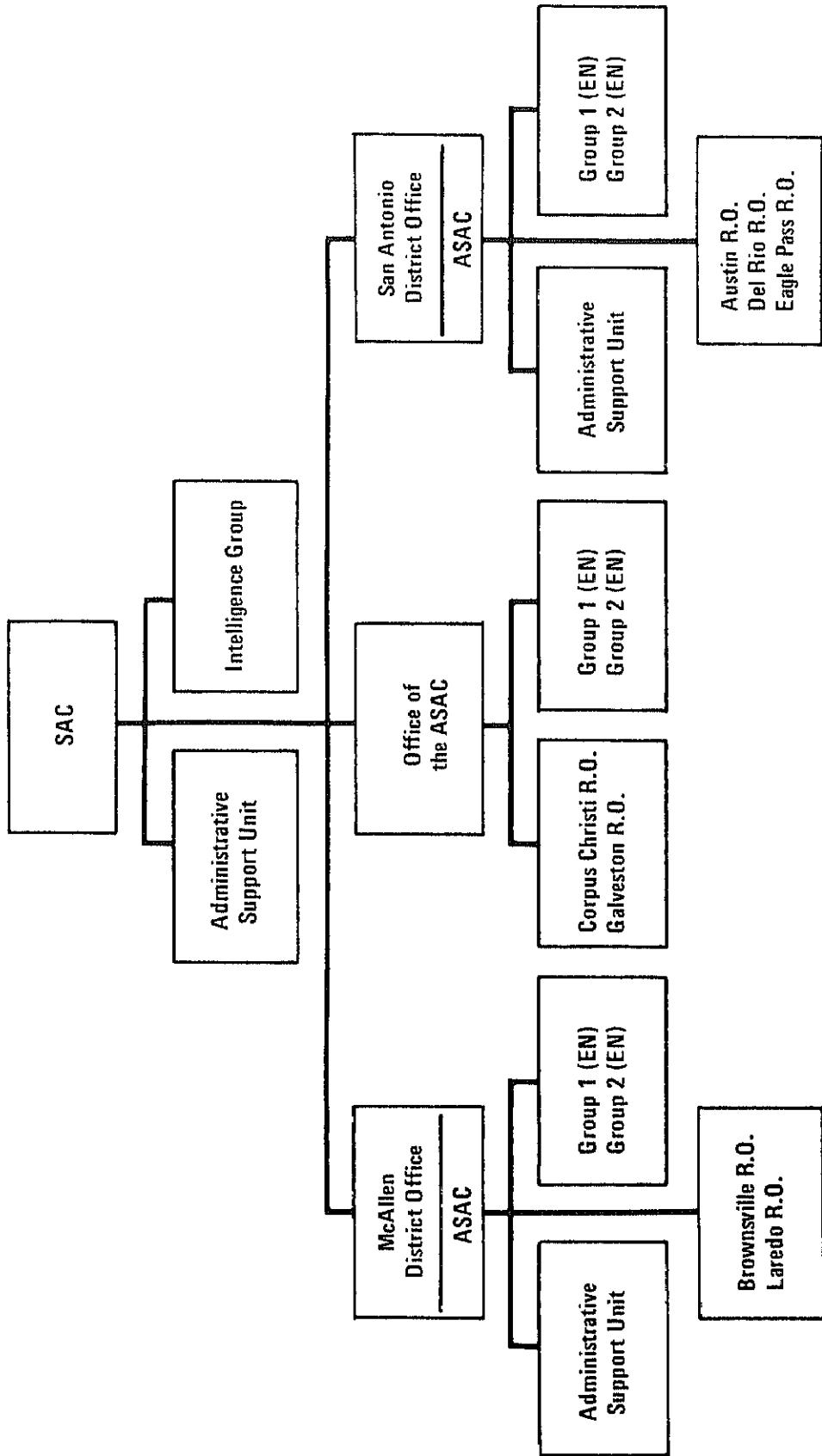
U.S. Department of Justice
Drug Enforcement Administration

Detroit Field Division



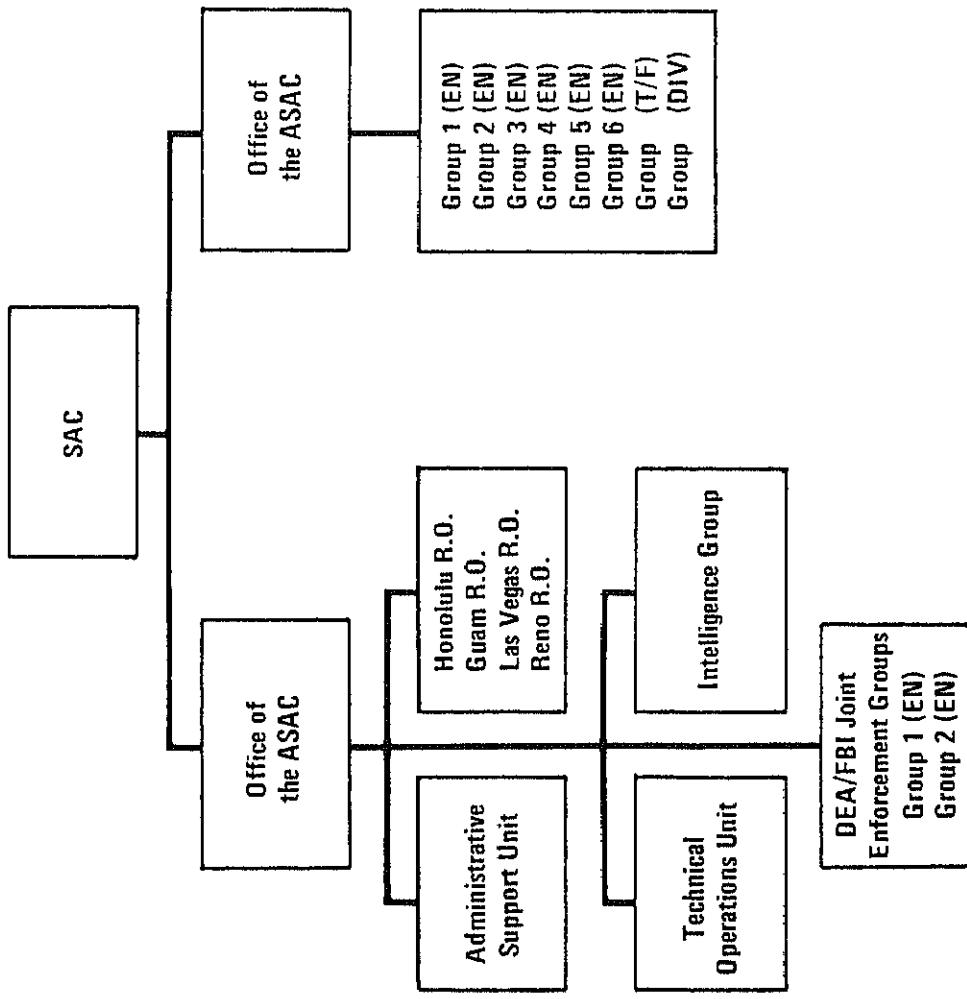


U.S. Department of Justice Drug Enforcement Administration





U.S. Department of Justice
Drug Enforcement Administration
Los Angeles Field Division

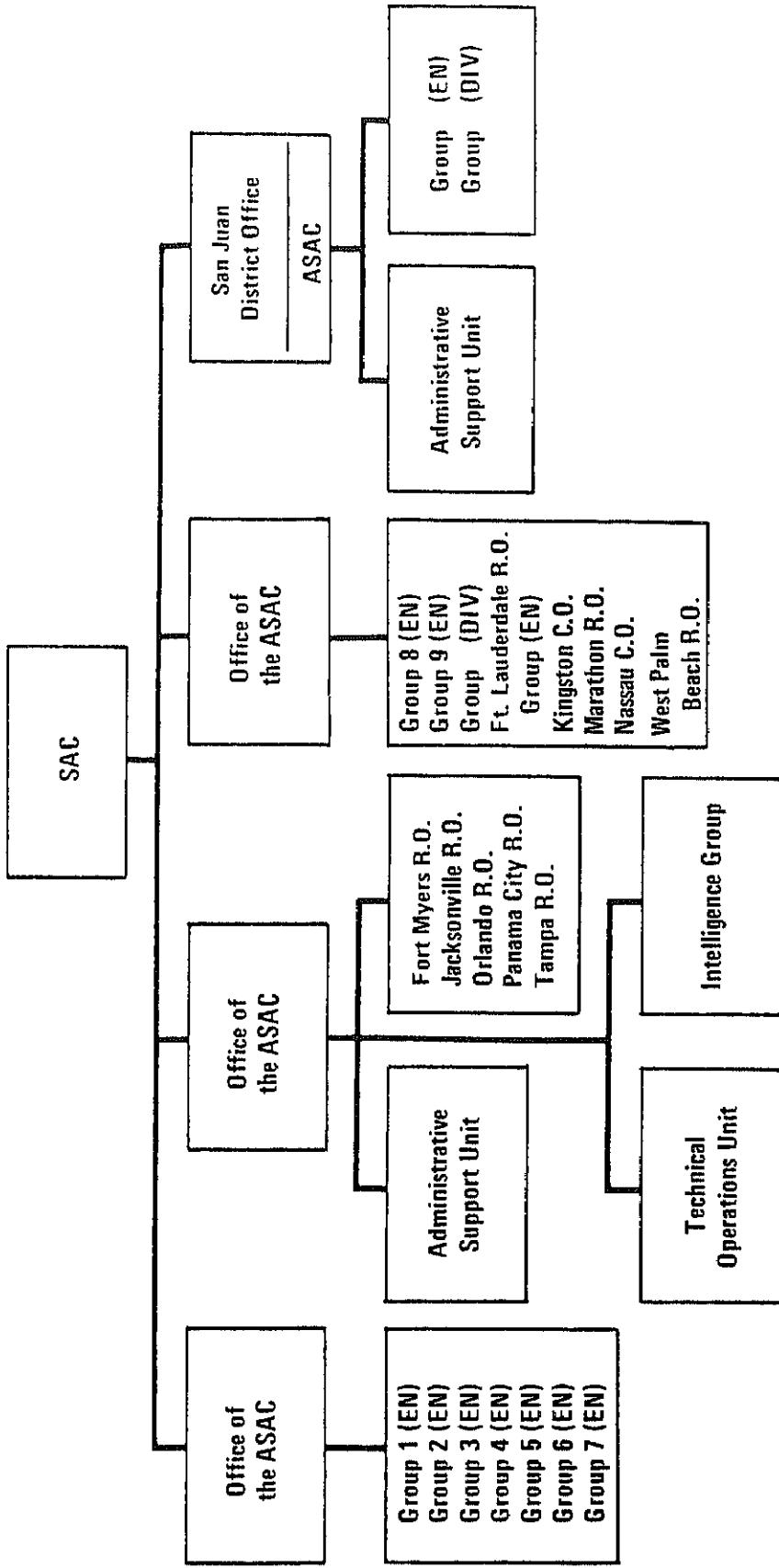




U.S. Department of Justice Drug Enforcement Administration



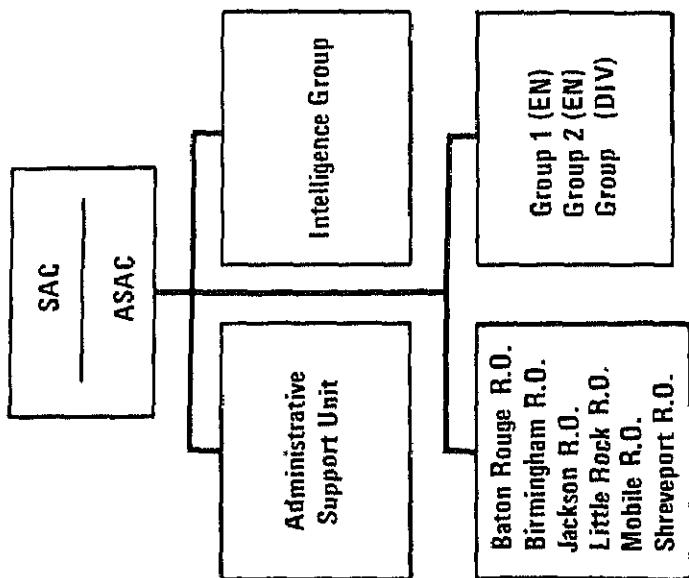
Miami Field Division



U.S. Department of Justice
Drug Enforcement Administration

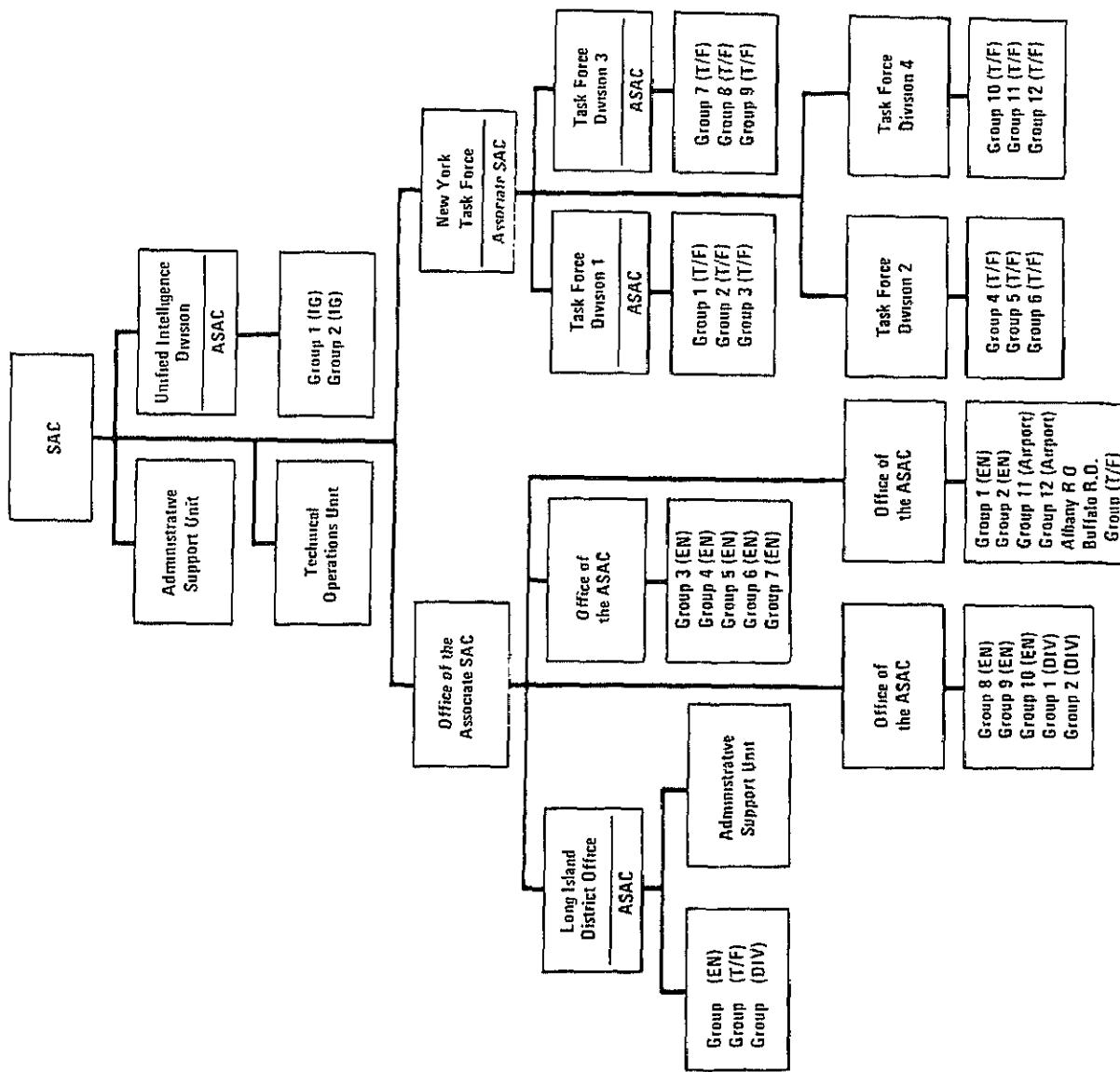


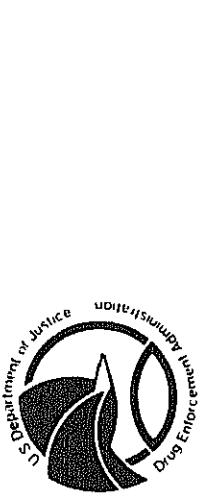
New Orleans Field Division





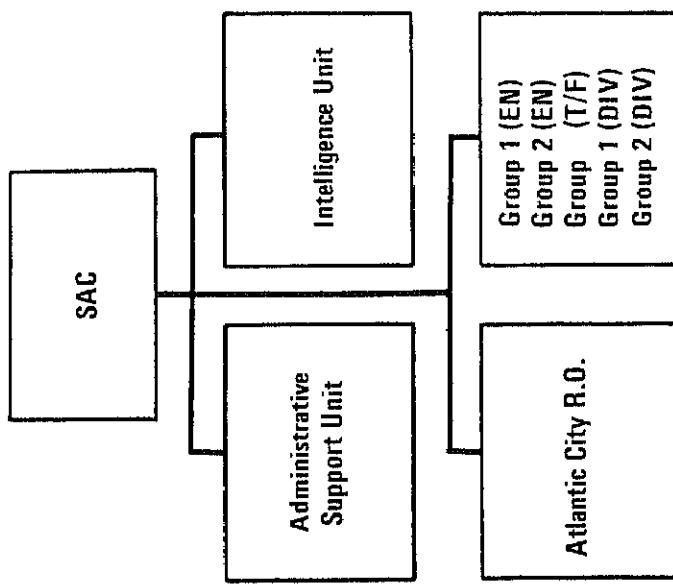
U.S. Department of Justice
Drug Enforcement Administration
New York Field Division





**U.S. Department of Justice
Drug Enforcement Administration**

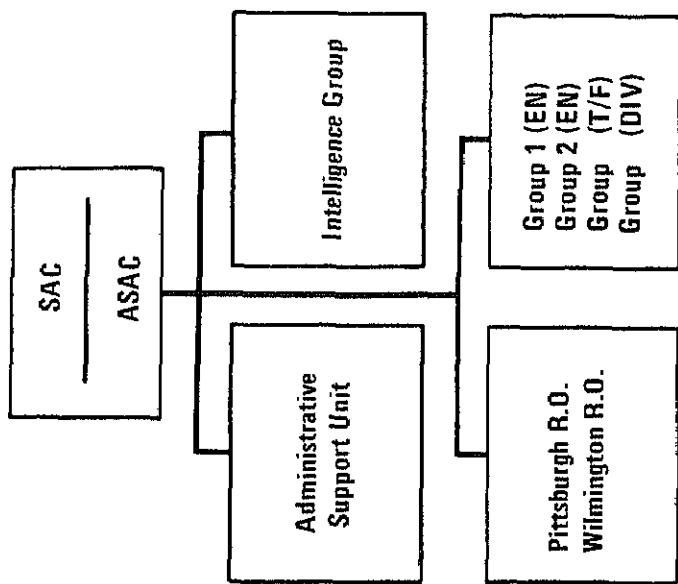
Newark Field Division





U.S. Department of Justice
Drug Enforcement Administration

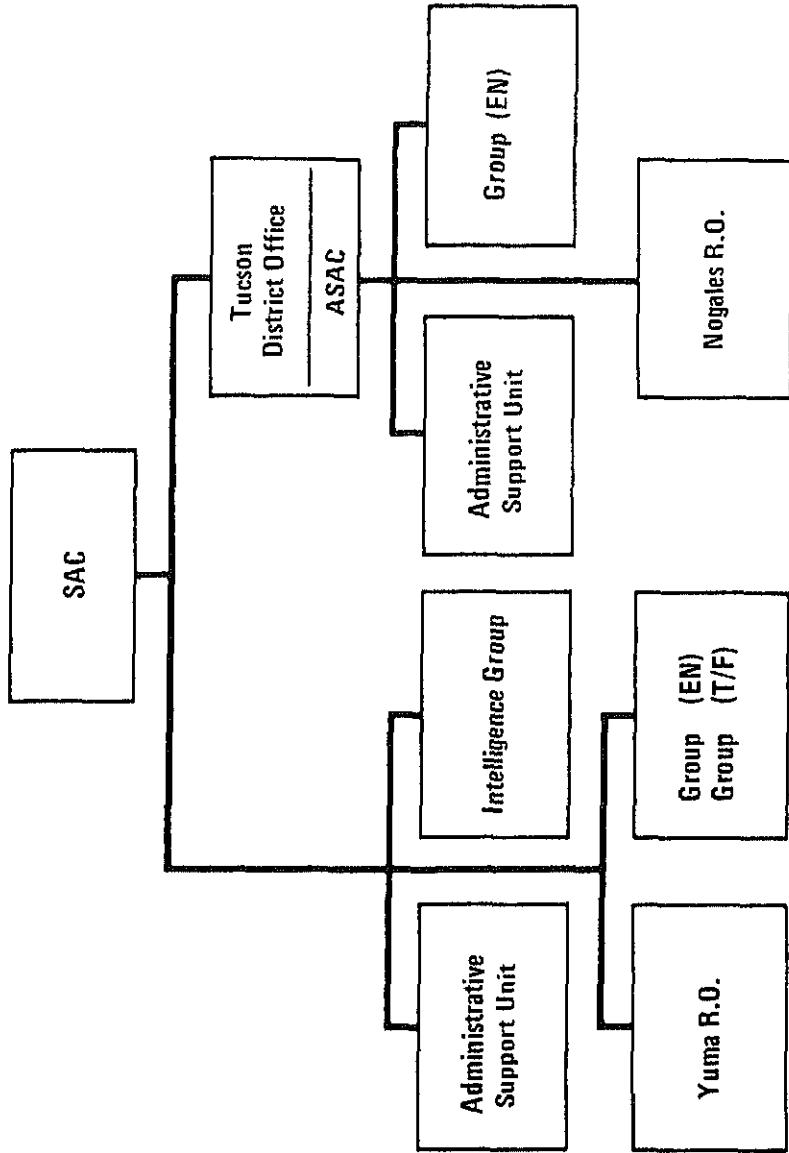
Philadelphia Field Division





U.S. Department of Justice Drug Enforcement Administration

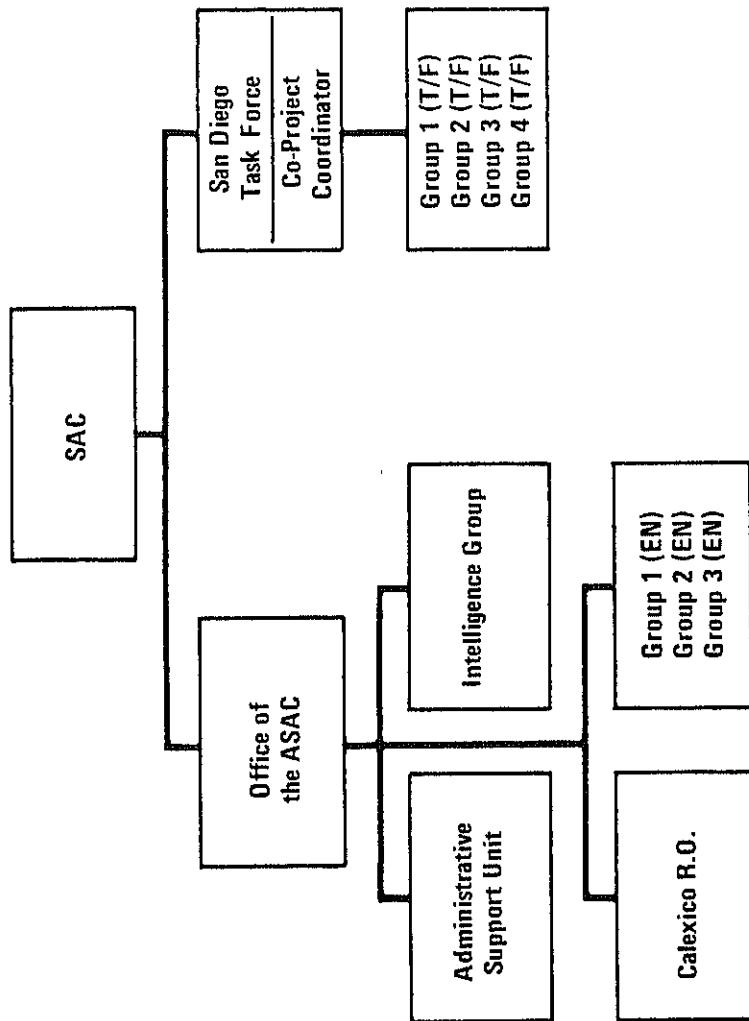
Phoenix Field Division





U.S. Department of Justice
Drug Enforcement Administration

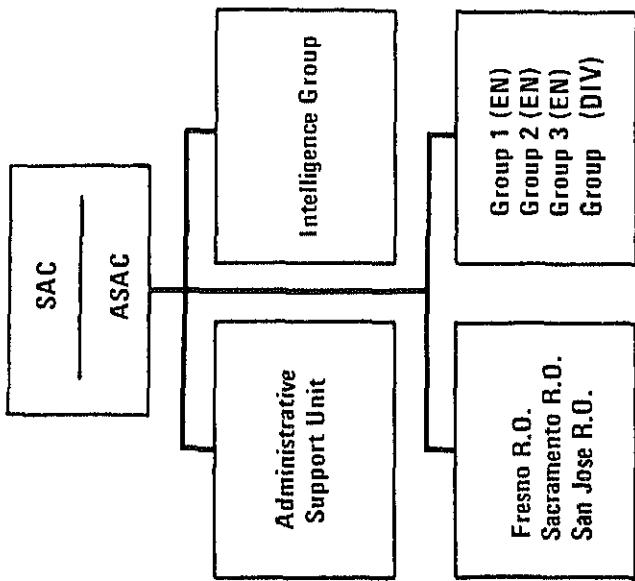
San Diego Field Division





**U.S. Department of Justice
Drug Enforcement Administration**

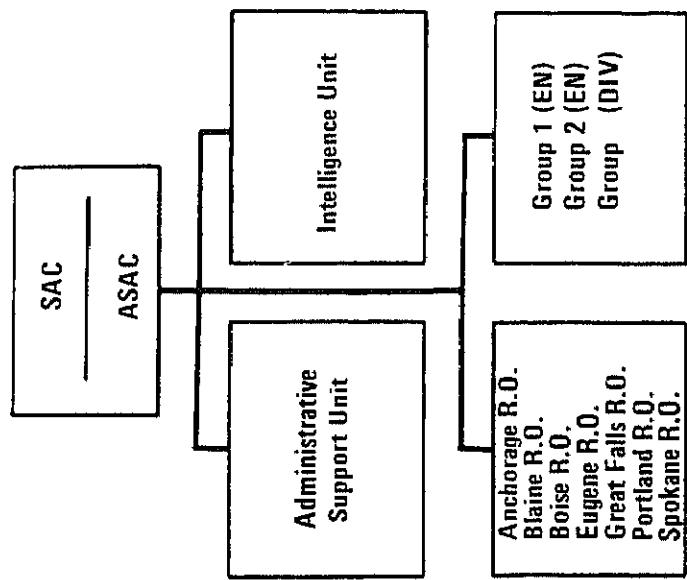
San Francisco Field Division





U.S. Department of Justice
Drug Enforcement Administration

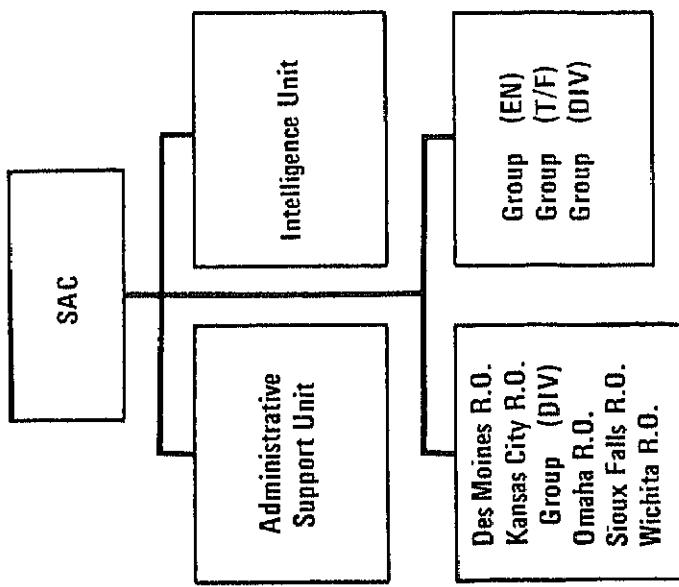
Seattle Field Division

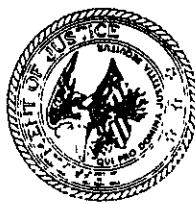




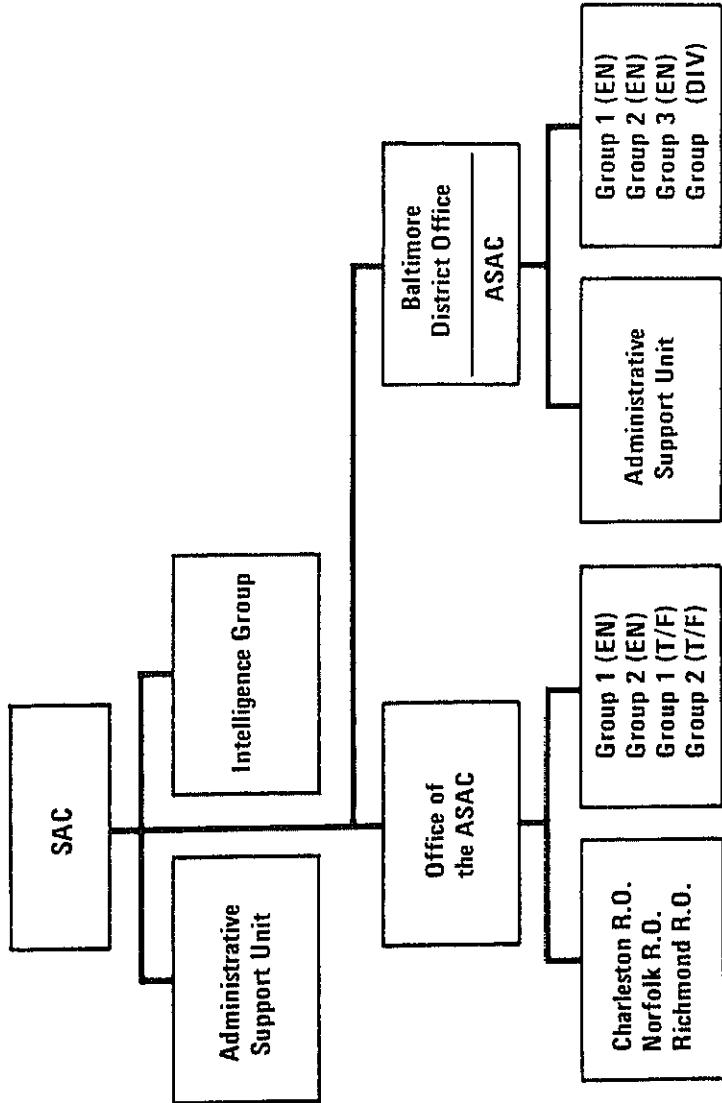
U.S. Department of Justice Drug Enforcement Administration

St. Louis Field Division





U.S. Department of Justice
Drug Enforcement Administration
Washington Field Division



APPROVED ORGANIZATIONAL TERMS

<u>ORGANIZATION</u>	<u>DIVISION</u>	<u>OFFICE</u>	<u>SECTION</u>	<u>UNIT</u>
Type Activity	Policies Formed	Programs Selected	Programs Implemented	Tasks Accomplished
Functions Performed	Administers Advises Arranges Assists Coordinates Distributes Establishes Participates Plans Provides Recommends Represents Rules Serves	Acts Advises Arranges Assists Coordinates Determines Directs* Distributes Formulates Participates Plans Provides Recommends Represents Reviews Rules	Advises Analyzes Appraises Arranges Assists Assists Conducts Controls Coordinates Designs Develops Distributes Evaluates Implements Initiates Manages** Participates Plans Provides Recommends Represents Reviews Rules	Advises Arranges Assesses Assists Collects Compiles Coordinates Distributes Executes Identifies Maintains Monitors Operates Participates Performs Plans Prepares Processes Provides Recommends Represents Reviews Rules Submits Supervises

*Also used by
Drug Investigations Sections

**Also used by
Drug Investigations Units

NOTE: Any Organizational level can advise, arrange, assist, coordinate, distribute, participate, plan, provide, recommend, represent, rule

GLOSSARY OF TERMS

The terms as defined below are used throughout this manual to indicate the degree of responsibility exercised by organizational elements in performing assigned functions.

acts - carries out specified duties at office level.

administers - oversees an activity or program area at division level.

advises - counsels, suggests; informs or notifies at any level.

analyzes - studies the factors of a situation or problem in detail at section level.

appraises - estimates or evaluates at the section level.

arranges - plans or prepares for or put into a deliberated order at any level.

assists - gives support or help in carrying out a function at any level.

collects - assembles, accumulates, or gathers together at unit level.

compiles - gathers into one collection, document, or group at unit level.

conducts - directs the performance of an activity at section level.

controls - exercises directing or restraining power over, regulates, curbs, or checks at section level.

coordinates - causes to act or work together for a common purpose at any level.

designs - draws specifications as to arrangement, structure, or materials at section level.

determines - comes to a decision or conclusion after thought and investigation at office level.

develops - expands, perfects, or makes more complete at section level.

directs - gives authoritative orders or instructions, regulates activity or course of action at office level (to be used also by drug investigations sections).

distributes - dispenses or delivers/passes out, at any level.

establishes - originates or founds on a firm or lasting basis, such as a policy at division level.

evaluates - examines, appraises, or judges worth at section level.

executes - carries out, follows through to the end, puts into effect at unit level.

formulates - devises, constructs, puts into a systemized arrangement at office level.

identifies - recognizes characteristics, establishes identity of at unit level.

implements - fulfills or carries out requirements at section level.

initiates - introduces or begins action at section level.

maintains - keeps in a particular state or condition at unit level.

manages - plans, organizes, guides, coordinates, and controls at section level. Manage implies responsibility for all aspects of an activity.

monitors - oversees for accuracy, faults or weaknesses at unit level. Implies no responsibility except to be aware of what is happening and to raise cautions to those responsible for activities.

operates - runs or handles the effective functioning of an activity at unit level.

participates - takes part, joins, or shares with others at any level.

performs - puts into effect, carries out, accomplishes at unit level.

plans - devises schemes or methods to accomplish or achieve a result at any level.

prepares - makes ready beforehand for a particular purpose or condition at unit level.

processes - prepares through a series of actions or operations at the unit level.

provides - furnishes, supplies, makes available at any level.

recommends - introduces or submits as being worthy of acceptance; advise at any level.

represents - serves as the official or authorized delegate of, at any level.

reviews - looks over, examines deliberately with an eye to correction at section level or office level.

rules - issues a decree or decision on at any level.

serves - discharges the duties of an office or position at division level.

submits - offers something to the judgment or consideration of another at unit level.

supervises - oversees performance of a person or activity at unit level.